

Welcome to
Spokane Public Schools



Employee's Guide
to
Technology in Our Schools



An ITSC Publication

Fall 2014

Important Contact List and Information

ITSC Help Desk @ 354-7600

- For login problems
- Novell login and GroupWise help
- Computer problems or questions
- Network problems
- Network printing help
- Technology help
- First contact for Password Assistance

ITSC Hardware Repair @ 354-7600

Hardware repair and parts

Audio / Visual Needs

Call Tech Services @ 354-7203

- New Network (Novell) accounts
- Phone and voicemail set-up
- Settings with your phone
- Cell phone set-up and help
- Passwords for Access:
 - IFAS
 - Web Accounts
 - PowerSchool

WebSMARTT Software Assistance

Nutritional Services @ 354-7270

Blackboard/SVL/ICAN Support @ 354-7545

Data Dashboard @ 354-5968

Express Program Software EZCare2

Terry Watanabe @ 354-7332

Schooldude for Custodians

Facility/Maintenance – 354-7172

Web Accounts:

A "web account" is used on most Spokane Public Schools web sites that ask for a username and password

<https://www2.spokaneschools.org/Account/default.aspx>

Instructional Media Library

<http://intranet.spokaneschools.org/MediaLibrary/>

New Teacher Resources

<http://www.spokaneschools.org/site/Default.aspx?PageID=1978>

Microsoft IT Academy Online Training

<http://www.spokaneschools.org/page/2326>

Spokane Virtual Learning

<http://www2.spokaneschools.org/onlinelearning/index.php>

PowerTeacher Grade Book (Secondary Only)

Support @ 354-7600

Guides and Videos (in blackboard course)

<http://bb.spokaneschools.org/webapps/portal/frameset.jsp>

Elementary Electronic Record Book

Support @ 354- 7308

Guides and Videos

My computer→x:drive, teacher tools, elementary record book

Educational Technology Professional Development

- Technology Resources, Quick Guides, and Free downloads

<http://www.spokaneschools.org/edtech>

- Professional Development classes

<http://www2.spokaneschools.org/prolearn/>

Discovery Education Streaming Video (Staff Tab→ Academic Resources)

<http://www2.spokaneschools.org/video/>

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Welcome To Our District



WELCOME TO THE INSTRUCTIONAL TECHNOLOGY SUPPORT CENTER (ITSC)

Spokane Public Schools Technology Plan Vision Statement

It is the vision of Spokane Public Schools that technology will be utilized appropriately and effectively in classrooms, offices and support functions. Spokane Public Schools will implement and maintain a comprehensive technology plan that:

- Provides equitable access to technology and technology resources.
- Provides students with the skills to be successful in the K-12 education, higher education, or world of work.
- Integrates technology throughout the curriculum and subject area content.
- Improves administrative and management services, including the classroom.
- Provides ongoing training and professional development opportunities for teachers and staff.

Spokane Public Schools believes that:

- Basic computer skills are best learned in a contextual setting, being infused into a variety of classroom based activities and providing the student learner the opportunity to apply the skill in a meaningful way.
- Our schools must prepare students for today's workplace and the workplace of the future.
- A networked technology system permits efficient and effective communications within and outside of the district. Internet and intranet based applications will continue to expand and dominate computing for the foreseeable future requiring a resilient, reliable and secure high-speed/high capacity network.
- Skillful use of technology supports the development of process skills such as flexibility, adaptability, critical thinking, problem solving and collaboration are essential to success in our rapidly changing information age.
- When technology is used for learning, a disengaged learner can change from a passive student to an active participant.
- Technology allows us to better respond to the diverse learning styles of our students and educates them for a wider range of intelligence.
- Technology maximizes productivity and efficiency and enables schools to better prepare our students for future learning.
- Equitable access is a community investment and we'll continue to encourage active partnerships between the schools, businesses, families and the community.
- Technology is a resource to be employed on behalf of, not the driver behind, the learning process. The technology plan and vision will support each site's School Improvement Plan, not supplant it. Over time technology will become an almost invisible and reliable part of the learning process.

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TECHNOLOGY IN OUR SCHOOLS: THE BASICS

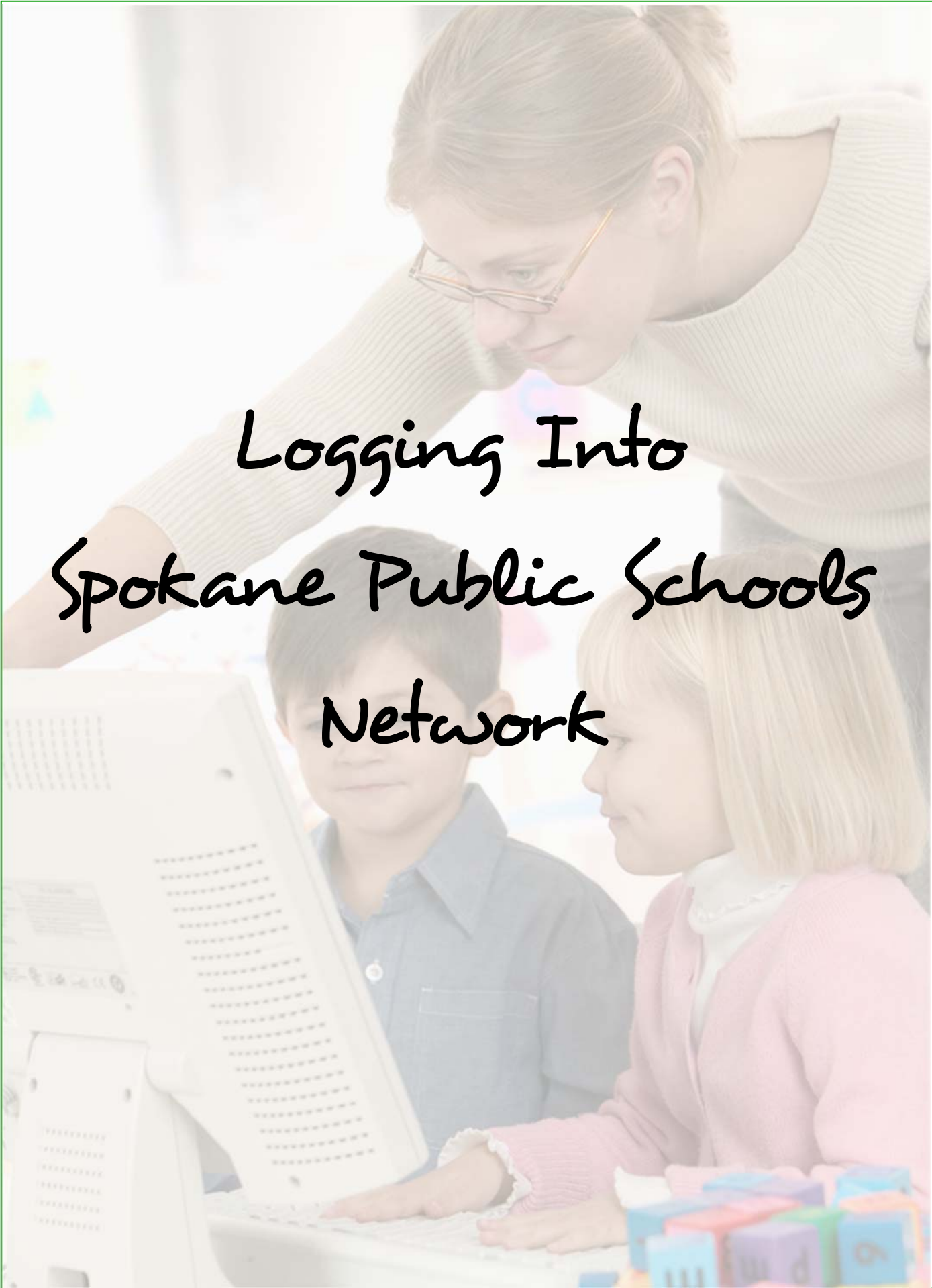
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Logging Into Spokane Public Schools Network

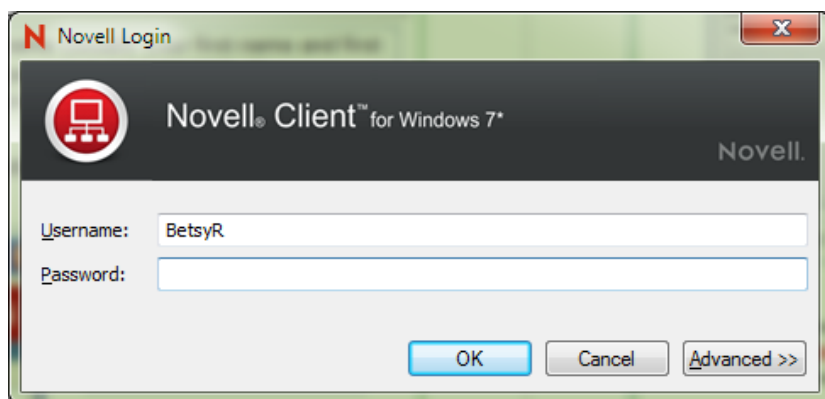
Logging into the District's Network

Welcome and congratulations on becoming part of Spokane Public Schools community.

Our district is a leader in its use of technology in the classroom and is proud of the accomplishments of its students as well as staff. Our district uses Novell Netware as the network operating system and GroupWise 7 as the email system. This section will explain how you can “log on” to the system to access network functions, including email.

To access the network you will be assigned a Novell user name (usually your first name and first letter or two of your last name) and given the temporary password of **NEWUSER**. This password will expire with your first network login when you will be given an opportunity to set a password of your own choosing.

You will receive this information from your supervisor or office staff. In some cases, it may be necessary to call 354-7203, where they can assist you.



When your computer “boots up” the Novell Login screen will be the first to appear.

This screen will appear and you will then select “yes” to change your password.



You will be given five grace logins (or chances) to change your password. You *must* change this temporary password to one of your choosing before the grace logins expire.



Logging into the District's Network

Change Password

Password expired for:
SD81\JohnDoe

OK

Cancel

Enter new password:
.....

Retype new password:
.....

Synchronize this password with:
.....

Your new password must be a least 6 characters long and is not case sensitive.

Example: 12Grizzle

After you select "Yes" to change your password, you may type in one of your choosing.

Your password is confidential. Write it down and keep it secure.

Acceptable Computer Use

By clicking on the [OK] button and logging onto a Spokane Public School computer, system or network you are agreeing to be bound by any and all terms, conditions, rules and procedures specified within Spokane Public Schools board policy 6400, Internet Acceptable Use and acknowledge that any violation of this policy is just cause for disciplinary measures to be taken against you in accordance with district policy on progressive discipline, collective bargaining provisions or board policy 3200, Student Rights and Responsibilities. If you do not accept these terms please click on the [Cancel] button to stop the logon process.

OK

Cancel

The next message that will appear is the Internet Acceptable Use Policy*. You **must** agree to these terms BEFORE you can access the network.

**The Internet Acceptable Use Policy can be found in its entirety in the Appendix on pages A-1 through A-5.*

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Your Computer's Desktop





Your Computer's Desktop

Spokane Public Schools uses two Windows based operating systems. Windows based computers purchased by our district after June of 2011 have been delivered with Microsoft's Windows 7® operating system. The Windows XP® operating system is on the majority of Windows based computers purchased before June 2011. Microsoft Office Suite (versions 2003, 2007 or 2010— depending on your computer's licensing) is used for word processing, database, presentation and publishing.

Listed below are a few of the icons that may appear on your computer's desktop.



Microsoft Office 2013



Microsoft Word 2013 - word processing



Microsoft Excel 2013 - spreadsheet



Microsoft PowerPoint 2013 - presentation



Microsoft Publisher 2013 - publishing



GroupWise Email



Internet Explorer 8.0 - The district's standard web browser



PowerTeacher

Username:

Password:

PowerSchool

PowerTeacher makes it easy for teachers to get up and running quickly in the classroom by providing easy-to-use tools to view student, faculty, and school information, as well as to print reports and enter attendance, comments, assignments, and scores. PowerTeacher will be automatically delivered to your desktop using the Novell Application launcher or by typing the link: **<http://PowerSchool.spokaneschools.org/teachers>** in Internet Explorer.

PowerSchool

7/29/2010 8:45 AM 6.2.1

PowerSchool is web-based system that is used to store all student and staff information. It has the ability to provide information to teachers, parents and administrators and to be able to provide mandated information to both the Federal and State government. PowerSchool will be automatically delivered to those staff members who need access to the program through the Novell Application launcher or by typing the link: **<http://PowerSchool.spokaneschools.org/admin>** in Internet Explorer.

Support materials can be found for both of these applications in the Teacher Tools folder on the district's X drive.

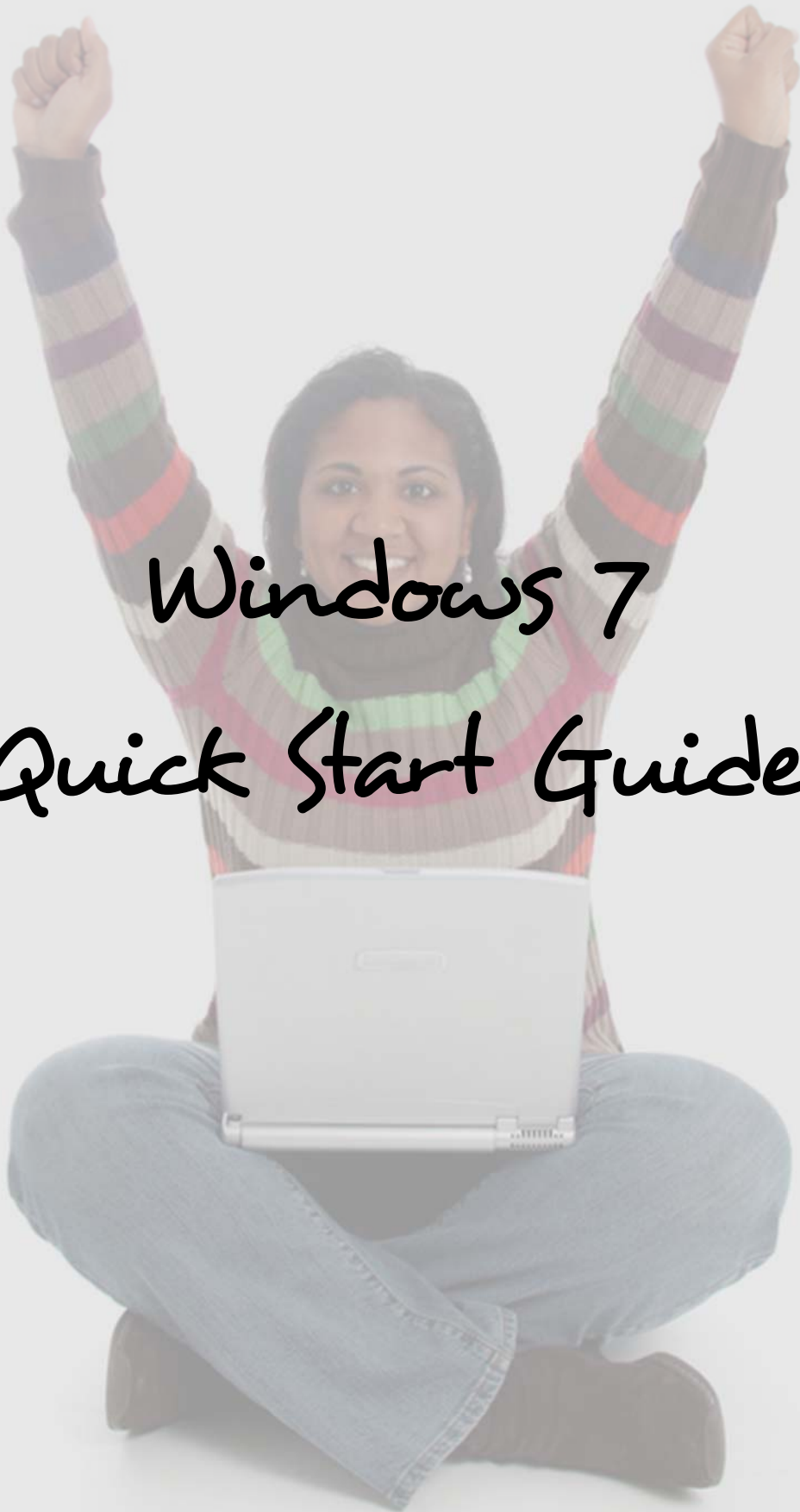
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Notes:



A woman with dark hair, wearing a colorful striped sweater and blue jeans, is sitting cross-legged on a light-colored floor. She is holding a silver laptop on her lap and has her arms raised in the air with clenched fists, smiling broadly. The background is a plain, light gray.

Windows 7 Quick Start Guide

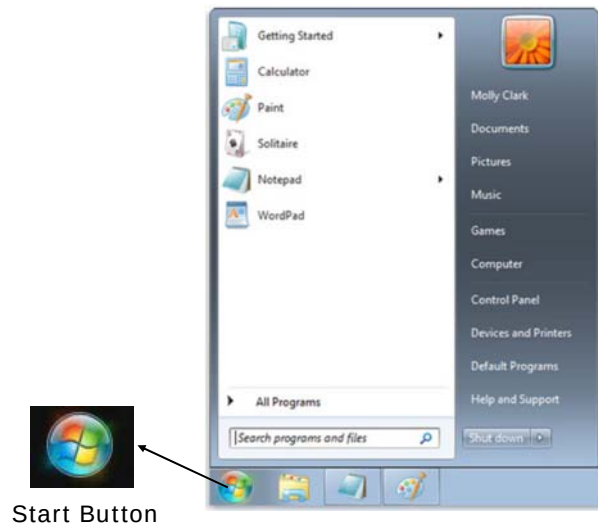
Windows 7 Quick Start Guide

Windows XP Compared to Windows 7

Windows XP



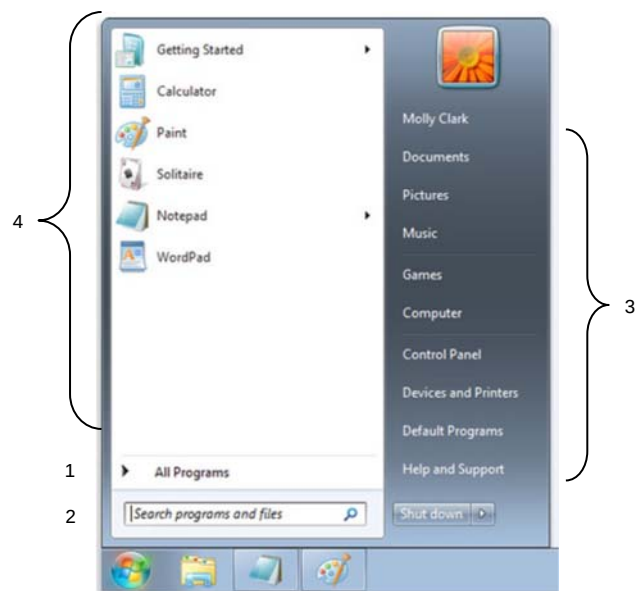
Windows 7



XP Start Menu



Windows 7 Start Menu

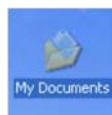
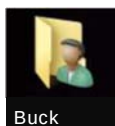
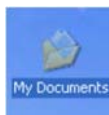


- 1 All Programs
- 2 Search Box
- 3 Custom menu items
- 4 Recently opened



Windows 7 Quick Start Guide

Windows XP

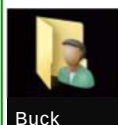


In WindowsXP you are accustomed to opening My Documents from the Desktop to access your files, folders, My Pictures, My Music, and My Videos. (Some of you created folders to store your files directly on your Desktop as an alternative).

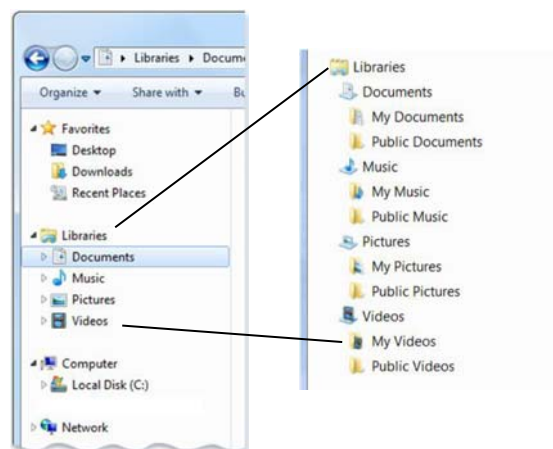


Your **Personal Folder** manages your files. In this version of Windows, you can also use libraries to organize and access files regardless of where they're stored. Open up your Personal Folder and look to the left side of the window to view folders and libraries. You can navigate to any of your files, pictures, music or videos from there.

Computer folder, opens access to locations such as hard disks, CD or DVD drives, and removable media. You can also access other devices that might be connected to your computer, such as external hard drives and USB flash drives.



With Windows 7 you open the Personal Folder from the Desktop. After you open the Personal Folder look to the left of the window and you will see a Navigation Pane. The new way to find files anywhere on the computer.

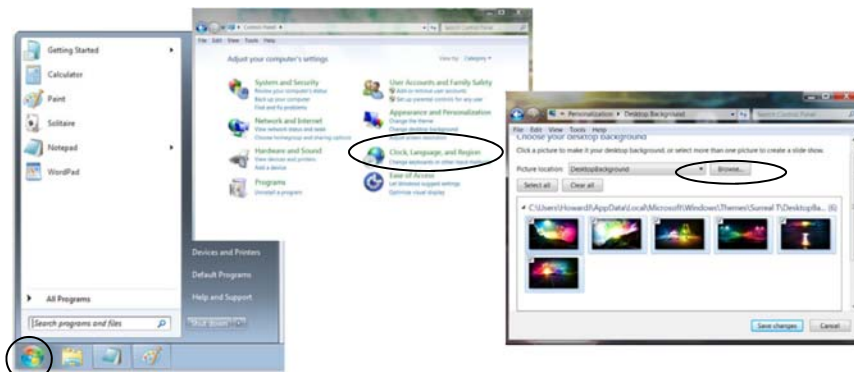


Choosing a Background in XP



Personalize a Background in Win 7

- 1 Click Start Button
- 2 Click Control Panels
- 3 Click Desktop Background choose from dropdown or browse to your own picture
- 4 Save Changes





Windows 7 Quick Start Guide

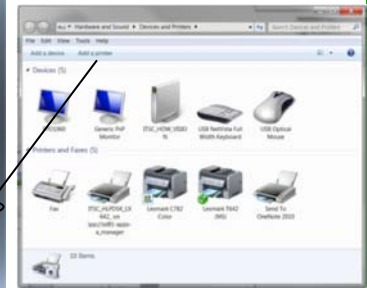
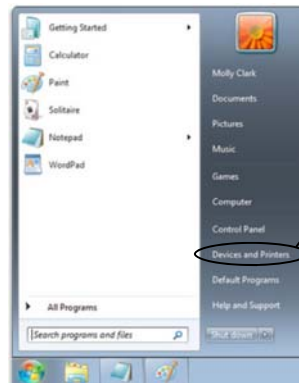
Windows XP

Windows 7

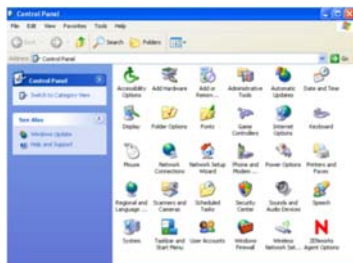
XP Printers



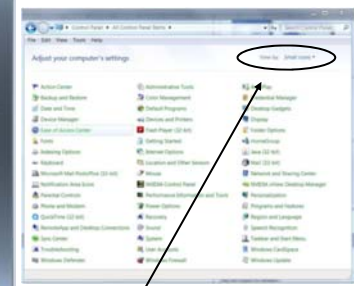
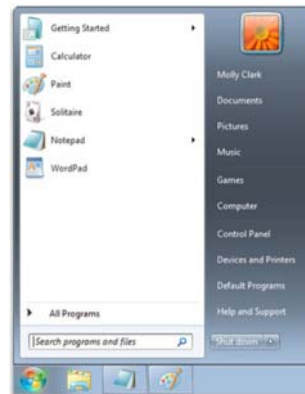
Win 7 Printers



Control Panels



Control Panels

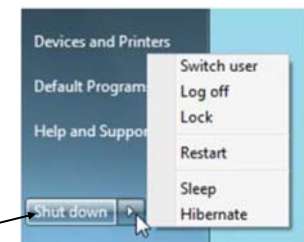
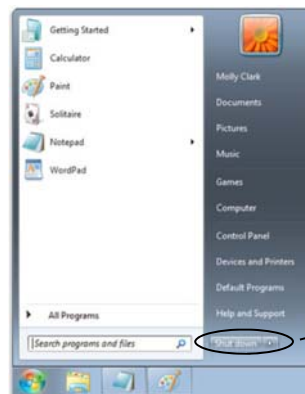


You can View by: Category, Small icons or Large icons.

Shut Down

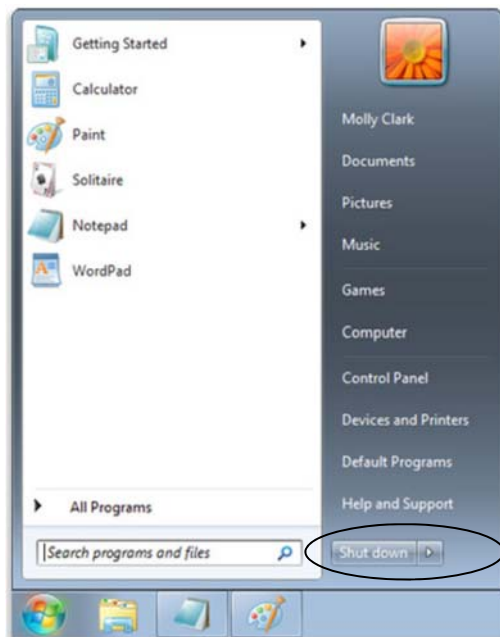


Shut Down



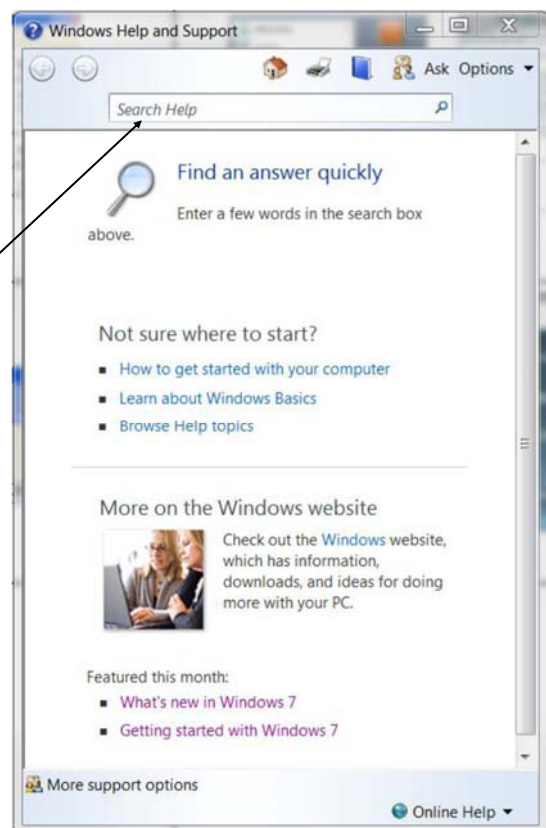


Windows 7 Quick Start Guide



Help and Support for Windows 7

Enter a few words in the **Search Box** and get Pictures and Steps to help you do anything you want to do.



If you are having problems locating various features that may have been moved, please feel free to call the Help Desk at 8-7600. **Thank you**

[illegible]

A photograph of a woman with blonde hair tied back, wearing a blue button-down shirt, standing and pointing at a computer monitor. A young boy with blonde hair, wearing a green and white plaid shirt, is sitting at a desk, typing on a keyboard. The computer system includes a CRT monitor, a tower unit, and a keyboard. On the desk, there is also a blue cup with pens and pencils, a printer, and an open book. In the background, a world map is mounted on the wall. The text "Using GroupWise Email" is overlaid in a large, black, cursive font across the center of the image.

Using GroupWise Email

Novell GroupWise Email

Spokane Public Schools currently uses Novell GroupWise Version 7 as its email program and will be transitioning to GroupWise Version 12 this school year (2013-2014).

To access GroupWise, click on the icon that looks like this.

It can be accessed from your task bar or from the “Start” menu.

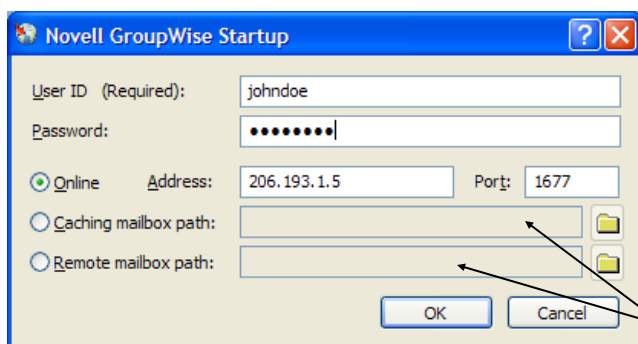


Version 7



Version 12

The GroupWise login window will appear. Your email User ID and Password are the same as your Novell username and password that were used to access the network.

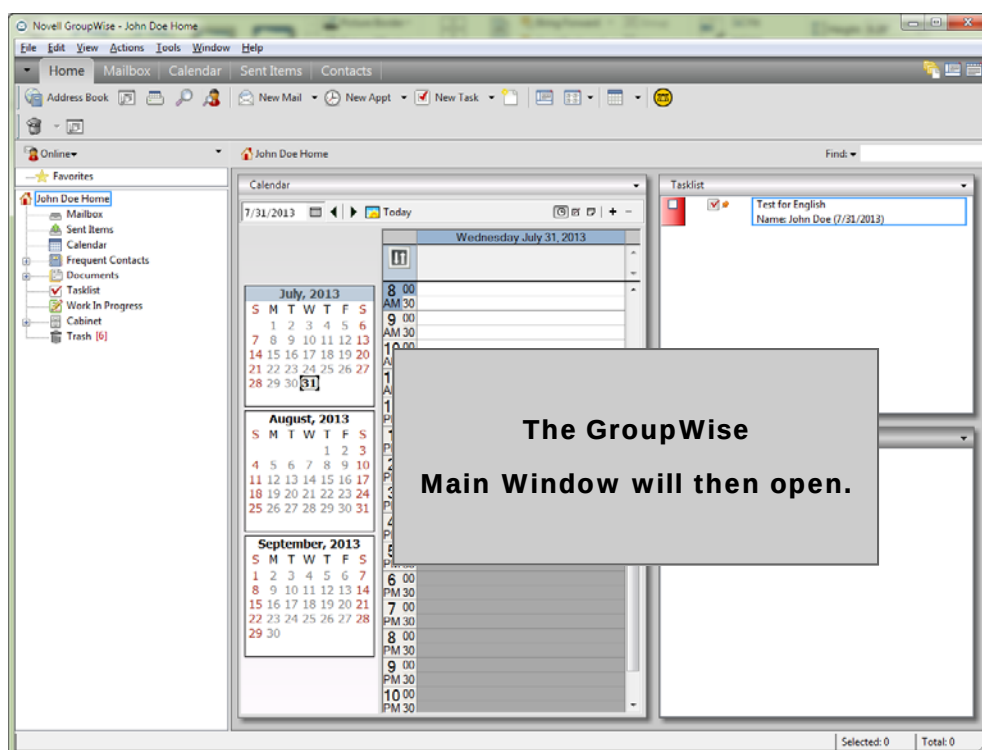


The dialog box is titled "Novell GroupWise Startup". It contains the following fields and options:

- User ID (Required): johndoe
- Password: [masked with dots]
- Online: ☒ (selected)
- Address: 206.193.1.5
- Port: 1677
- Caching mailbox path: [empty field]
- Remote mailbox path: [empty field]
- Buttons: OK, Cancel

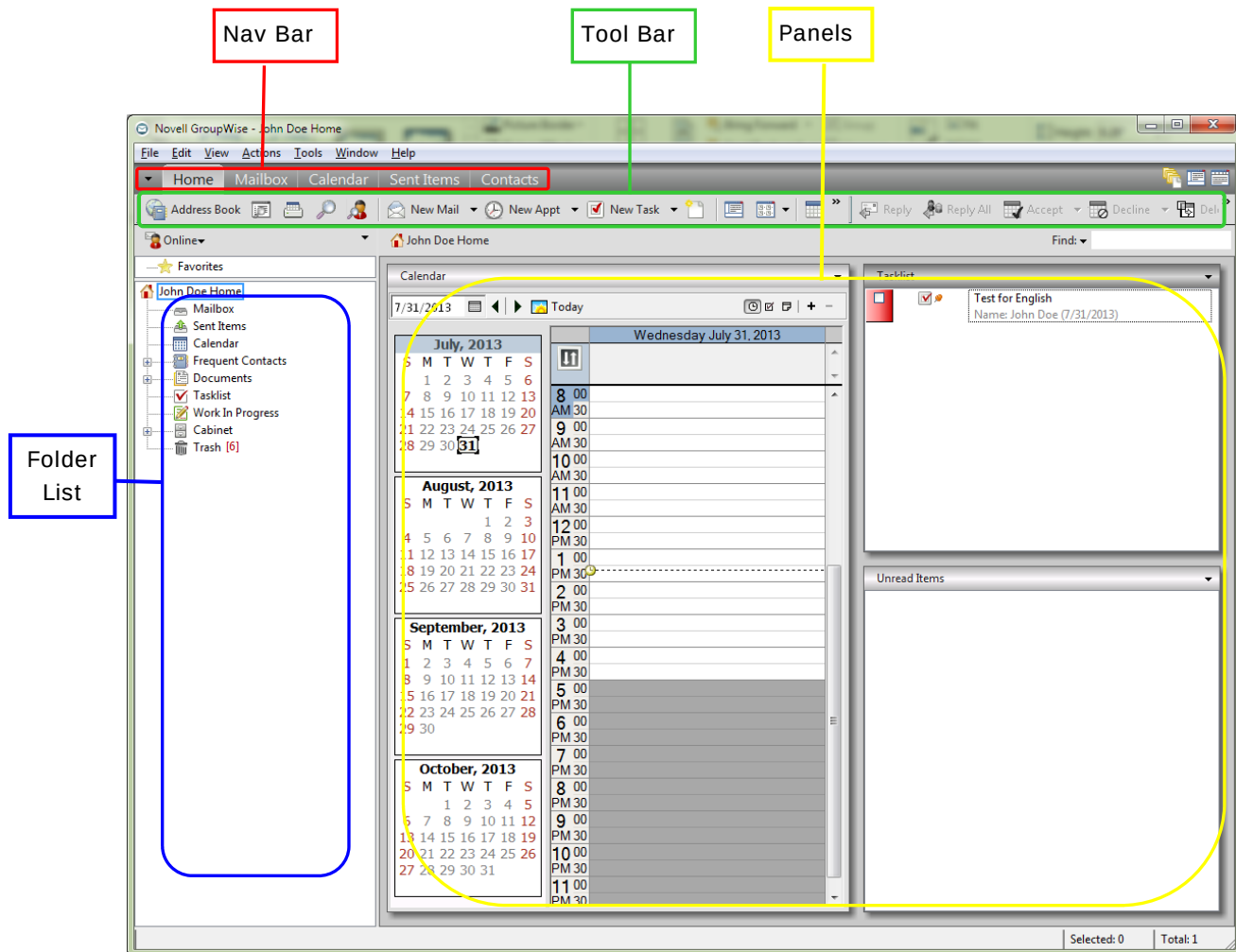
Enter your username and password in the area indicated then click “OK”.

Please do not make changes to these settings!





Novell GroupWise Email, continued



Nav Bar

Provides quick access to your most commonly used folders. By default, the Home, Mailbox, Calendar, Sent Items, and Contacts are on the Nav Bar. You can also customize the Nav Bar.

Tool Bar

Lets you quickly accomplish common GroupWise tasks, such as Opening the Address Book, sending mail messages, and filtering items.

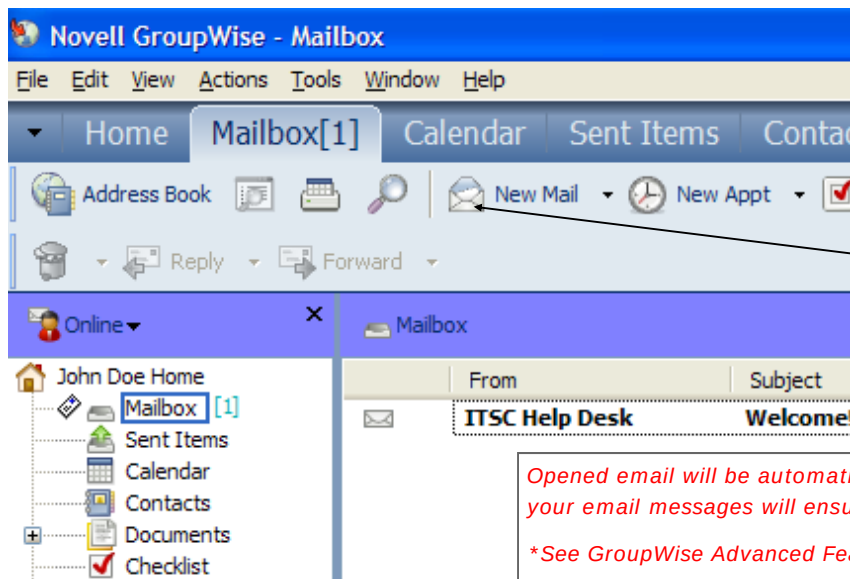
Panels

Displays your frequently used information in a quick glimpse. You can add additional panels from a list of preconfigured panels or you can create your own.

Folder List

Allows you organize your GroupWise items. You can create new folders as needed for storage of GroupWise items.

Novell GroupWise Email, continued



To create a new email message, click on the **New Mail** icon on the main tool bar.

Opened email will be automatically deleted after 100 days! Archiving your email messages will ensure they are not deleted.

**See GroupWise Advanced Features*

To send an email to someone, type their email address in the "To:" area or choose their name from the Address Book.

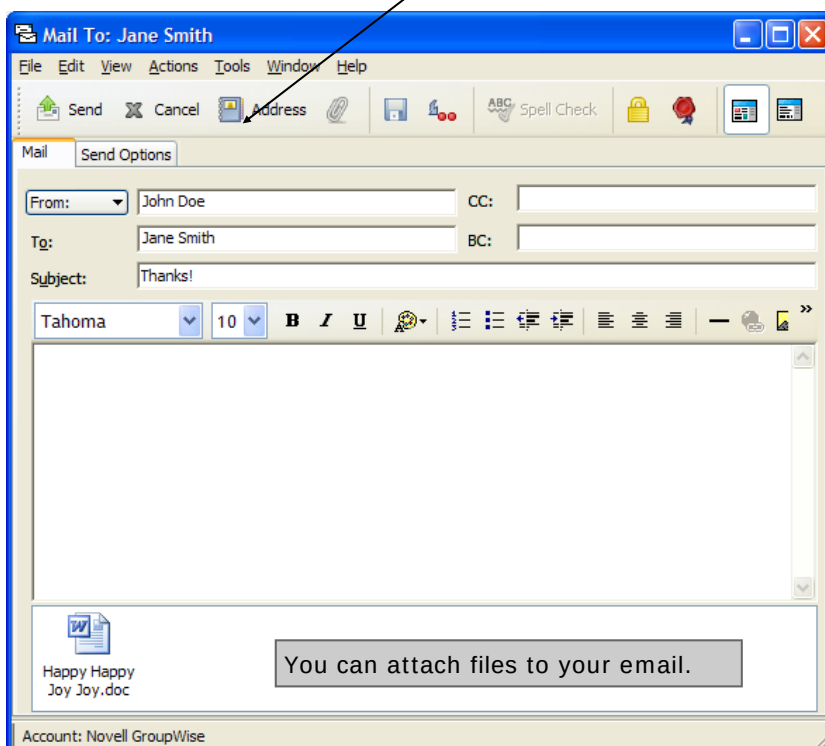
Click here to access the GroupWise address book.

You can change your message's font and color from this window.

You can also create bulleted and numbered lists.

Sending files to other users can be done by clicking on the Paperclip, browsing for the file then "attaching" the file to your message.

Click the "Send" button to send your email.



You can attach files to your email.

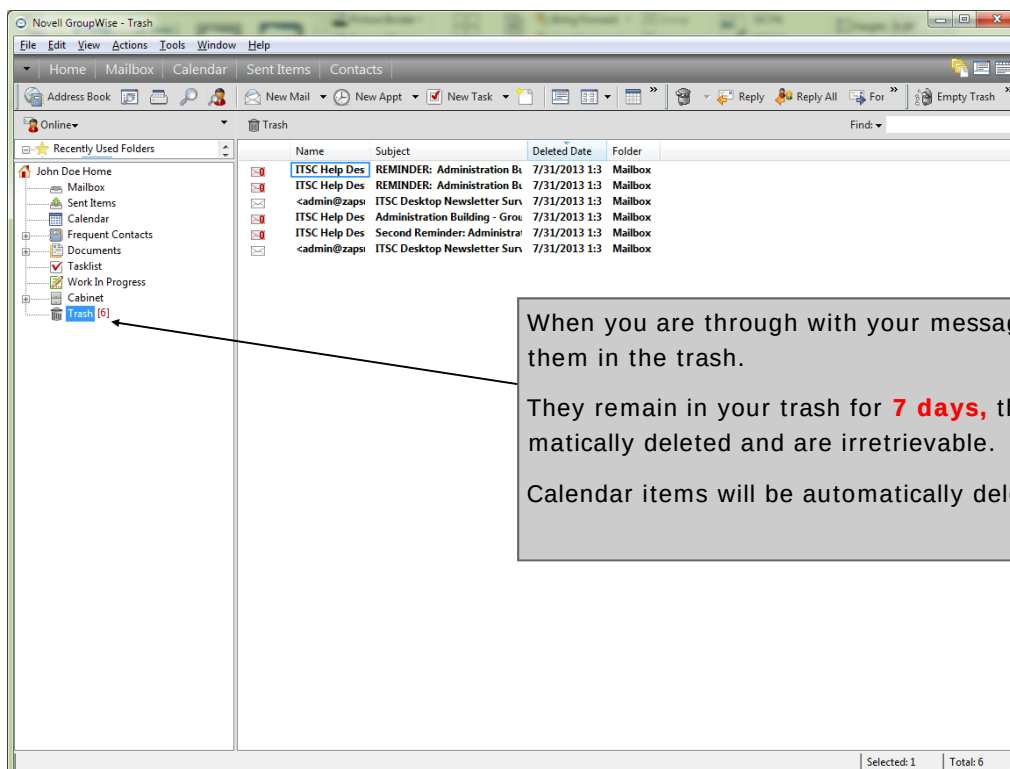
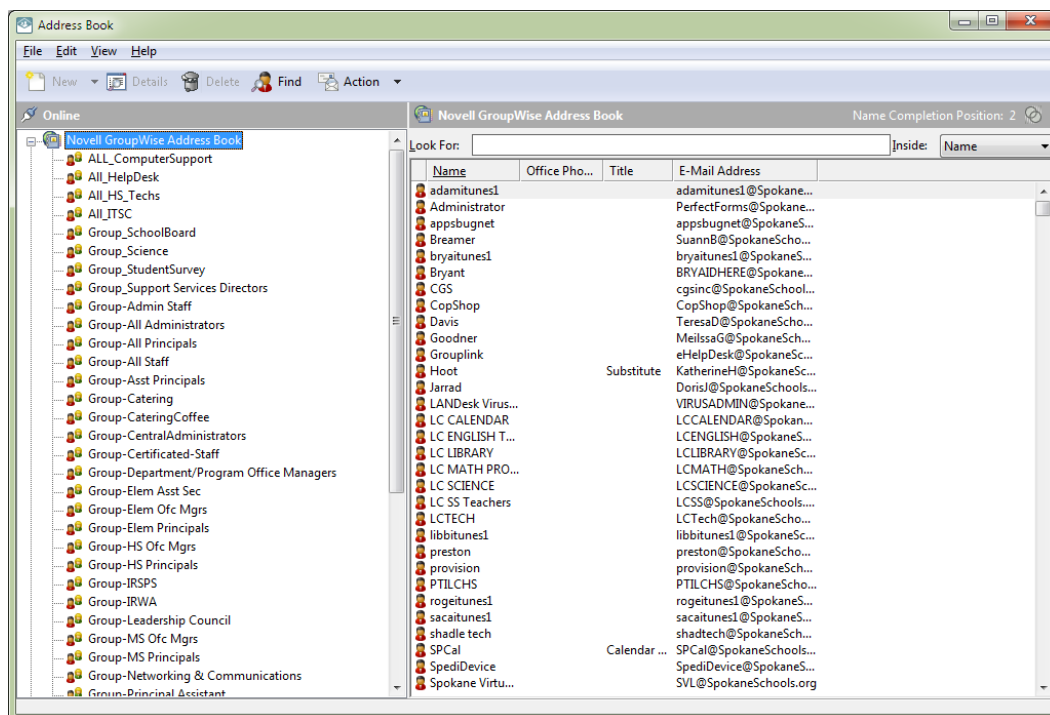
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Novell GroupWise Email, continued



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Your address book can be sorted by first or last name, or email address.



When you are through with your message(s), you can put them in the trash.

They remain in your trash for **7 days**, then they are automatically deleted and are irretrievable.

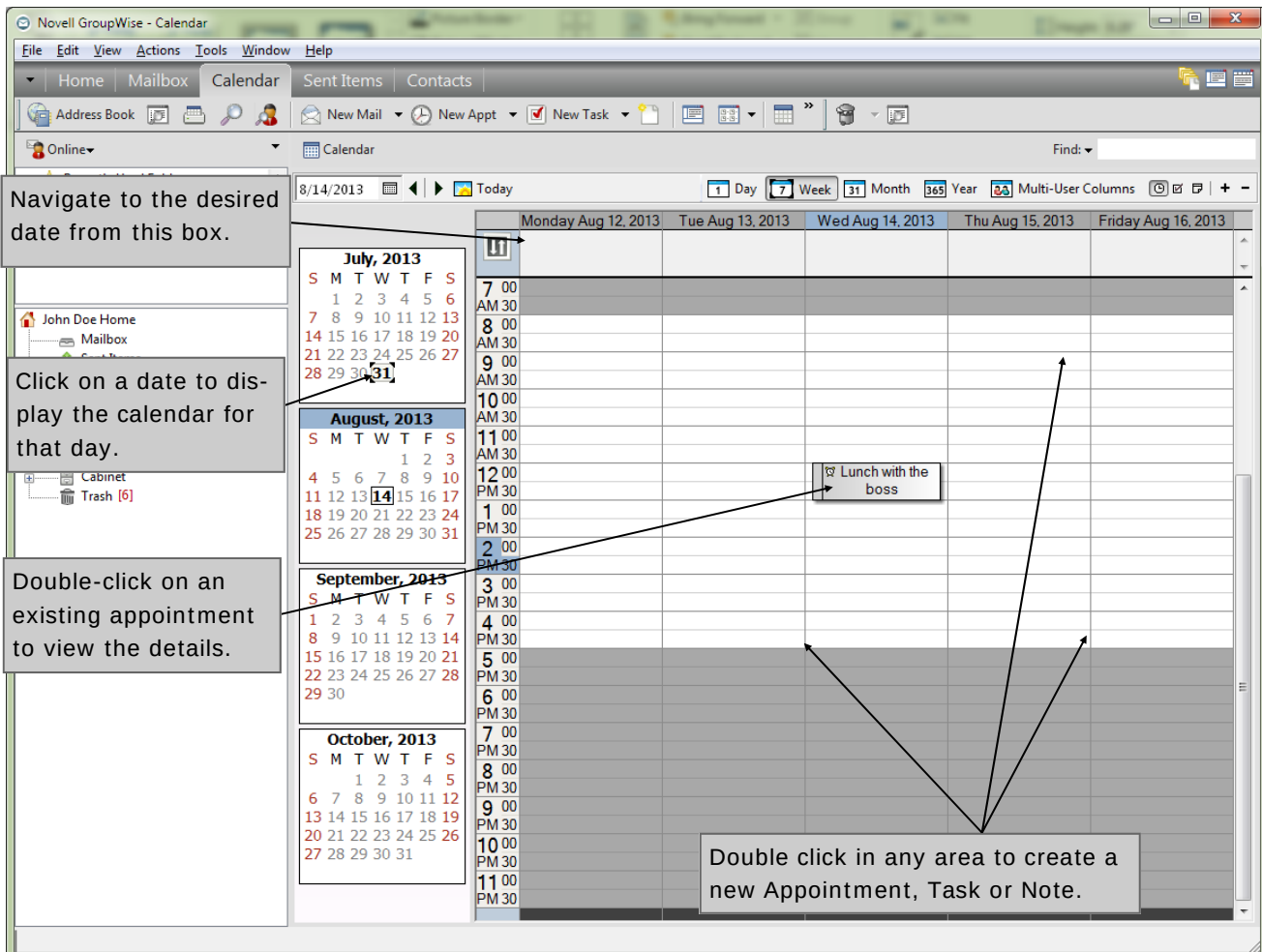
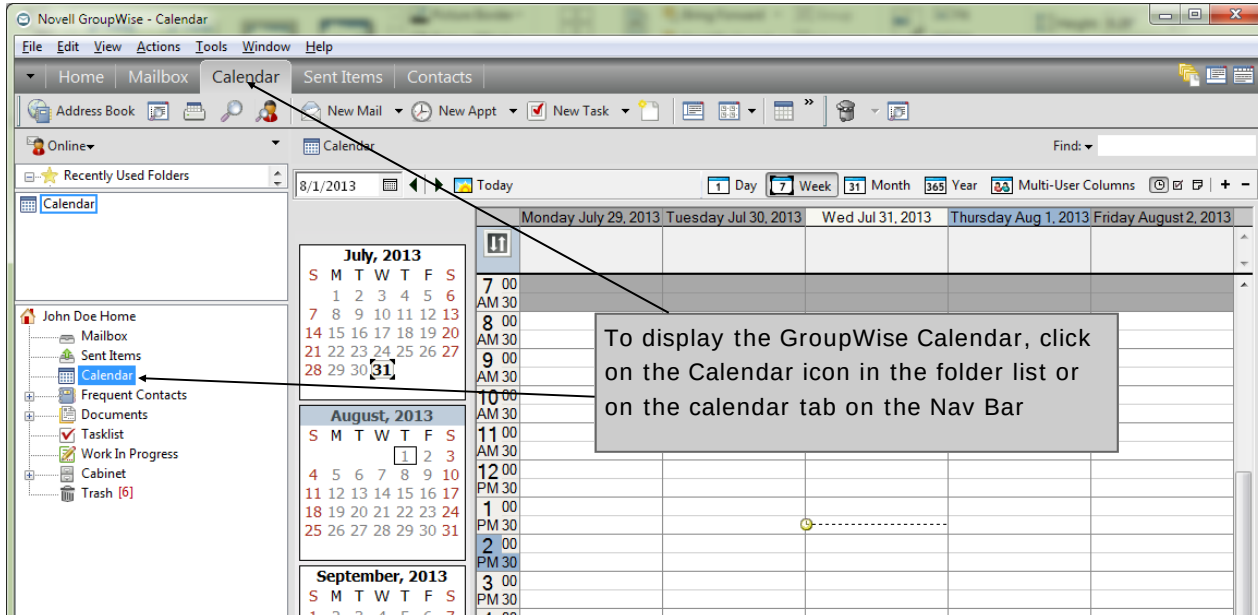
Calendar items will be automatically deleted every 120 days.

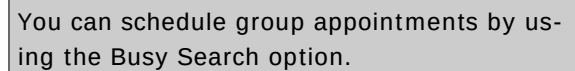
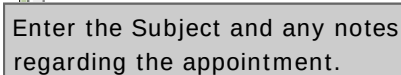
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Novell GroupWise Calendar

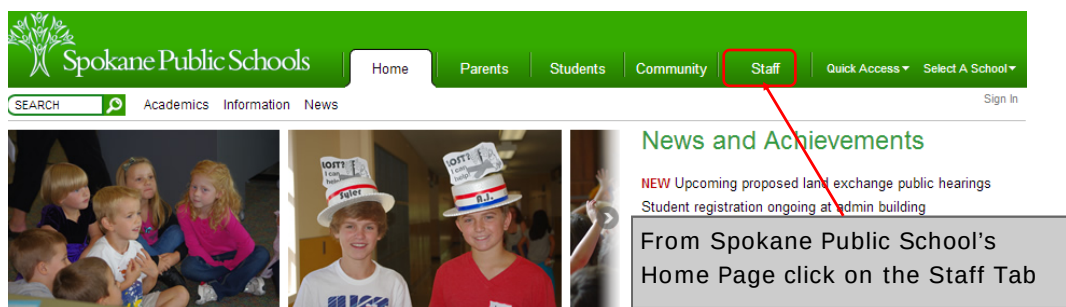




1. Enter the recipients' names in the **To** field and fill in the start date and time.
2. Click on the **Busy Search** icon. When the "Choose the **Appointment Time**" dialog box displays, you can manually find a time when everyone is available or use **Auto-Select** to find the time automatically.
3. Click **OK** to have the time updated and **Send**.

Novell GroupWise WebAccess

You can access your GroupWise email and calendar from home or another location via the Internet.



Staff Toolbox

- Admin Calendar
- Blackboard
- Collective Bargaining Agreements
- Employee Online
- Groupwise Remote Email**
- News Tips & Achievements
- Online Student Bus Info
- PowerSchool
- PowerTeacher
- School Data Tools
- Severe Food Allergy R
- Secretarial Resources
- Warehouse Catalog
- Web Account

Welcome

About Us
Join Our District
Board of Directors
Superintendent of Schools

Highlights

- Free summer meals for children
- 2013 Summer Athletic Camp Schedule
- 2013 Summer Reading Middle and HS
- Northwest AP

Novell GroupWise

© Copyright 1993-2013 Novell, Inc. All rights reserved.

Username:

Password:

☐ This is a public or shared computer
☒ This is a private computer

[Options >](#) [Login >](#)

[Can't log in?](#) [Help](#)

On the page that opens, select GroupWise Remote Email.

From the WebAccess login page, enter your username and password just as you would for the Windows version of GroupWise. The main window will display a folder list as well as a list of icons.

Starting GroupWise Access

- On the GroupWise WebAccess login page, enter your username and password.
- Click either "This is a public or shared computer" or "This is a private computer".

The option you choose affects the timeout interval that is used. To help keep your information secure, a shorter timeout interval is used if you are using WebAccess from a public or shared computer.

- (Conditional) If you're using a mobile device such as a mobile phone, click *Options*, then select the *Use the basic interface*. The basic interface has limited functionality and graphics. It is designed to perform the most basic tasks in GroupWise WebAccess.
- Click *Login*



Novell GroupWise WebAccess, continued

Nav Bar

The Nav Bar is located at the top of the WebAccess page. It is designed to quick access to the folders you use the most. By default the Nav Bar contain the Mailbox, Calendar, Contacts and Documents folders.

The screenshot shows the Novell GroupWise WebAccess interface. At the top, the 'Nav Bar' contains links for 'Mailbox', 'Calendar', 'Contacts', and 'Documents'. Below this is the 'Main toolbar' with icons for 'Mail', 'Appointment', 'Task', 'Reminder Note', 'Proxy', 'Folders', and 'Find'. The left sidebar shows a folder tree for 'John Doe' including 'Mailbox', 'Unopened Items', 'Sent Items', 'Calendar', 'Frequent Contacts', 'Tasklist', 'Work In Progress', 'Cabinet', and 'Trash'. The main content area displays a list of emails with columns for Name, Subject, Date, and Size.

Name	Subject	Date	Size
ITSC Help Desk	REMINDER: Administration Building -	7/15/10 5:01 AM	65 KB
ITSC Help Desk	REMINDER: Administration Building -	7/14/10 9:20 AM	65 KB
ITSC Help Desk	Second Reminder: Administration Build	7/12/10 11:56 AM	65 KB
ITSC Help Desk	Administration Building - GroupWise P	7/9/10 10:18 AM	65 KB
<admin@zapsurvey.com>	ITSC Desktop Newsletter Survey	6/5/09 8:31 AM	4 KB
<admin@zapsurvey.com>	ITSC Desktop Newsletter Survey	6/5/09 8:21 AM	4 KB
Microsoft <cnfrmpo@micro	Verification E-Mail	3/17/09 1:59 PM	7 KB
Microsoft Customer Support	Reset your Windows Live ID password	3/17/09 1:53 PM	5 KB
Windows Live ID <postmaste	Welcome to Windows Live ID	3/17/09 12:22 PM	7 KB
Microsoft Customer Support	Confirm your e-mail address for Windows	3/17/09 12:20 PM	7 KB

The Main toolbar contains most of your commonly used functions, such as New Appointment and New Mail. The Main toolbar is located at the top of the main page.

This screenshot is similar to the previous one but highlights the 'Item Context toolbar' at the top of the email list. This toolbar contains context-sensitive buttons: 'Delete', 'Accept', 'Decline', 'Complete', 'Mark Unread', 'Mark Read', and 'Categories'. A red box also highlights the 'Main toolbar' at the top of the page.

The Item Context toolbar contains context-sensitive buttons that relate to the item that is displayed.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

A woman with short blonde hair, wearing a dark blazer over a white top and a pearl necklace, is seated at a desk. She is holding a black telephone receiver to her ear with her right hand. A coiled telephone cord is visible. In the foreground, a black telephone base is partially visible. The background shows a wooden wall and a framed picture. The text "Telephone Basics" is overlaid in a large, black, handwritten-style font.

Telephone Basics

Telephone Basics

Avaya Phone System Quick Tips

Checking Messages from your Desk

Press the Voice mail access button

Enter your password (*if this is the first time using the new system, type in the default password which is the last three digits of your extension. The system will make you change your password to a four digit code*).

Checking Messages from out of the Office:

Dial the Voicemail access number—354-5999.

When the system answers press #

Enter your extension number (*also referred to your mailbox number*)

Enter your password

Menu Items:

Press 1 To Review Messages

Press 2 To send a message

Press 4 for personal configuration

Record a Greeting

Press 4 for Personal configurations then

1, 1 to record your Person Greeting

1, 2 to record your Extended Absence greeting

Reviewing Messages:

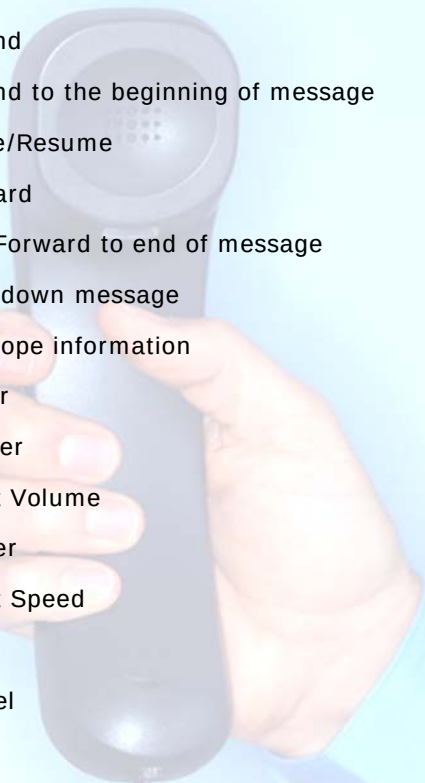
Press 1, 1 from the Main Menu to listen to new messages

Press 1,2 from the Main Menu to listen to saved messages



Telephone Basics, Additional Options

While listening options are:

- 
- 1 Rewind
 - 1, 1 Rewind to the beginning of message
 - 2 Pause/Resume
 - 3 Forward
 - 3, 3 Fast Forward to end of message
 - 4 Slow down message
 - 5 Envelope information
 - 6 Faster
 - 7 Quieter
 - 8 Reset Volume
 - 9 Louder
 - 0 Reset Speed
 - # Skip
 - * Cancel

After Listening, options are:

- 4 Replay
- 5 Envelope
- 5, 5 List all recipients
- 6, 1 Forward message with no comment
- 6, 2 Forward message with a comment
- 7 Erase message
- 8 Reply
 - 1 to reply to sender
 - 2 to reply to all
 - 3 to reply to sender with original message
 - 4 to reply to all with original message
- 8 Call the sender
- 9 Save the message

PRINTING & MAIL SERVICES

~ Phone: 354-7228 • Fax: 354-7380 • Hours: 7:30 a.m. to 4:30 p.m. ~

Printing & Mail Services provides district-wide full service printing and graphics, supporting graphic design, computer page layout, bindery facilities and digital and offset printing. The Printing & Mail Services can also provide support for most specialty order items. Other responsibilities include the district interschool mail services.

INTERDISTRICT MAIL SERVICE

The district interschool mail service goes from the central office each morning at 7:30 am to each site in the district to pick up and deliver mail. The mail is then delivered back to the central office around 10:30 am and separated back into each location and sent out again the next morning. Your site will have pick up/delivery each morning between 8am to 9:30am.

GRAPHICS DESIGN SERVICES

The graphics design services for our district is free of charge. We do layout for brochures, books, posters, cards, specialty items and more. We can also layout forms for online use. Some forms are even made to be interactive. We can make your requested item into a PDF or even burn it on to a CD. Be sure and contact us before starting any design projects and we can help you get the correct information to us for a quick turn around time of a quality end product.

PRINTING SERVICES

The district print shop is capable of producing just about anything. If it cannot be done in house we can vend it out for final completion of a project. We can print up to 11x17 in size in house and can vend larger items. We use both digital high volume copiers as well as offset printing presses. We can offset print 2 to 3 spot color printing and have the capability to print full color on our digital color copier. We can print for just your classroom or site or can do a full district distribution of your project. Turn around time is anywhere from 1 day to 2 weeks depending on the complexity of your job. Call ahead for any rush job or price estimates or just call for help when getting started on any project. We will be happy to answer any questions you have.

Your office manager can help you place an online print request and get you the proper budget authority and account number. She can also help you get the small jobs done using your on site copier. You may need an access code or you may have someone on site that takes care of the copying for you.



Technology in Our Schools: Advanced Procedures

TECHNOLOGY IN OUR SCHOOLS: ADVANCED TOPICS

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A smiling woman with dark hair, wearing a light blue button-down shirt, is holding a large, clear, 3D '@' symbol in front of her. The background is a soft, out-of-focus light blue.

GroupWise: Advanced Features



Novell GroupWise Email, Advanced Features - SETTINGS

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The screenshot shows the 'Environment' dialog box with the 'General' tab selected. The 'Interface language' is set to 'EN - English'. Under 'View options', 'Read next after accept, decline or delete' is checked, and 'Open new view after send' is unchecked. The 'Refresh interval' is set to 'Every: 1 minutes 0 seconds'. The 'HTML Browser' is set to 'Default Browser'. On the right, several checkboxes are checked: 'Prompt on empty filter', 'Prompt on empty find', 'Check spelling as you type', 'Check spelling before send', 'Launch Notify at startup', 'Launch Messenger at startup', 'Show Messenger presence', and 'Enable auto-save'. The 'Launch Skype at startup' checkbox is unchecked. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.

You can customize GroupWise for your personal preferences, like setting your message to be checked for spelling errors before sending.

The screenshot shows the 'Environment' dialog box with the 'Signature' tab selected. The text 'Add your signature and/or electronic business card (vCard) to outgoing messages.' is at the top. The 'Signature' checkbox is checked. The font is set to 'Segoe UI', size '10', with bold and italic formatting. The signature text is: 'John Doe', 'Spokane Public Schools', and 'JohnDoe@spokaneschools.org'. On the right, 'Automatically add' is selected, 'Prompt before adding' is also selected, and 'Set as default' is checked. There are buttons for 'New...', 'Delete', and 'Rename'. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.

You can add your "signature" at the end of your email message by choosing the "Signature" tab and filling in your information in this box.



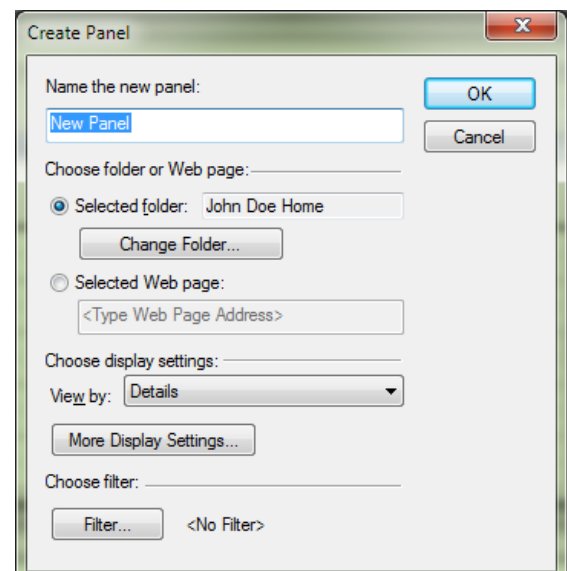
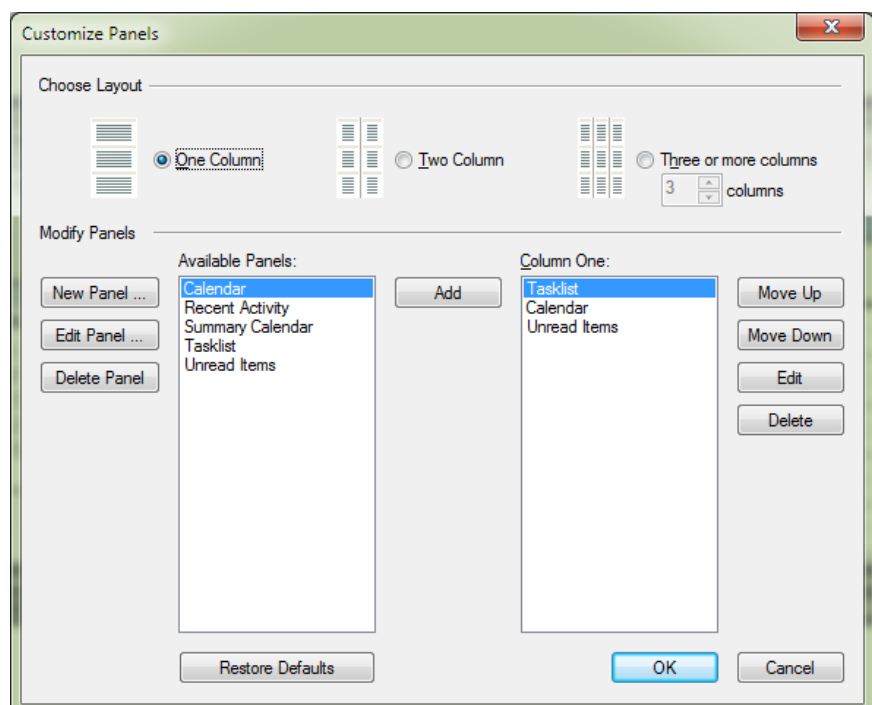
Novell GroupWise Email, Advanced Features - PANELS

A panel is a customized view of information in GroupWise. By default in the Home view, you see an Unread Messages panel. The unread Messages panel displays a list of items you have not read. The Checklist panel is another default panel on the Home view. The Checklist panel displays items that are in your checklist folder. A panel can be created to display a multitude of information. A predefined list of panels has been created, but you can also **create your own custom panels**.

- Right-click on the folder that you want to modify the panels for; then click Properties.
- Click the Display tab.
- Select Panels from the View By drop-down list.
- Click Customize Panels.
- Select whether you want to view the panels in one or two columns.
- Select from the list of available panels or create your own panels by clicking New Panel.
- Click Add next to the column you want the column to display in.
- (Optional) Click Move Up or Move Down to position the column where you want it to display
- Click OK.

To Create a New Panel:

- Click the panel drop-down arrow, then click Add Panel.
- Click New Panel.
- Type the panel name in the Name the new panel field.
- Select whether you want the panel to display a folder or the Address Book. If you select a folder, click Change Folder to select the folder to display the content or If you select Address Book, use the drop-down list to select the address book you want to display.
- Select a display setting from the Choose display settings drop-down list.





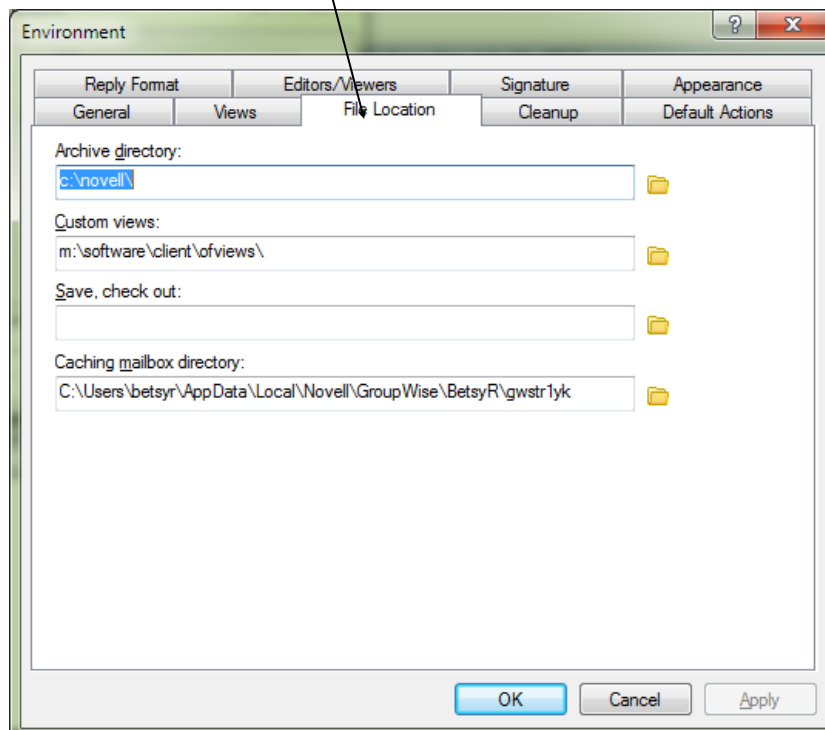
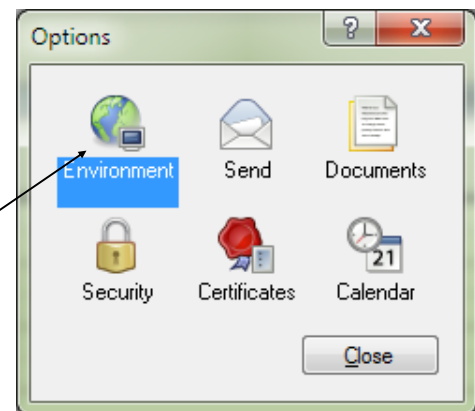
Novell GroupWise Email, Advanced Features - ARCHIVE

Archiving items for future reference:

If you have important emails message or appointments you may want to “archive” them - that is save them for future reference. By setting up an Archive folder, items in your mail box are automatically moved to a folder that is accessible only by the end user.

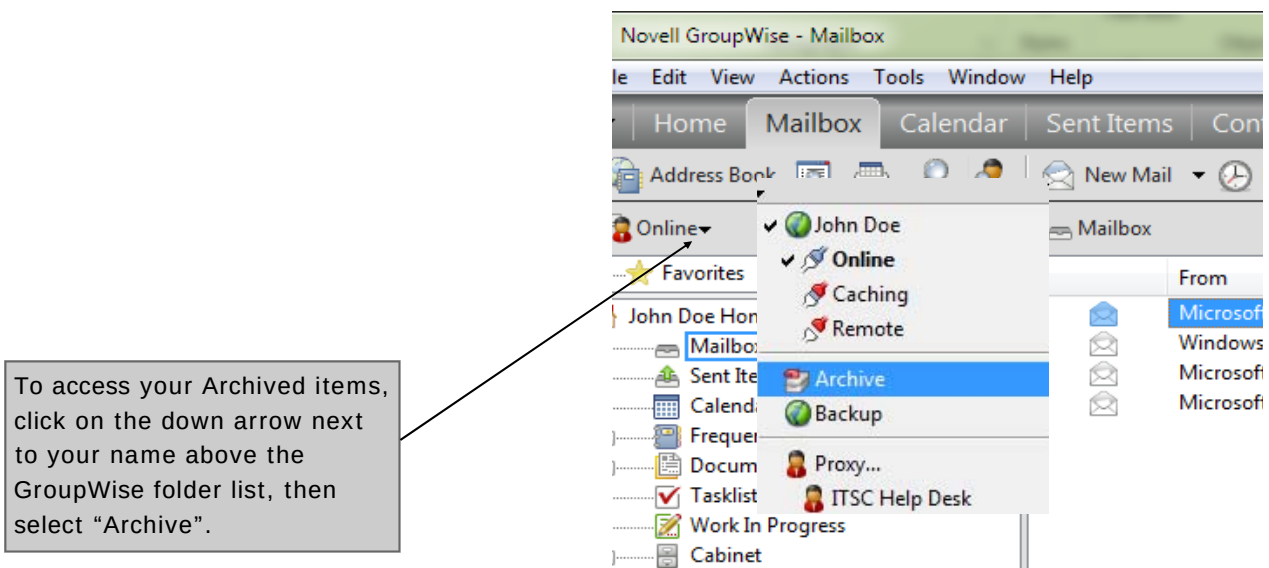
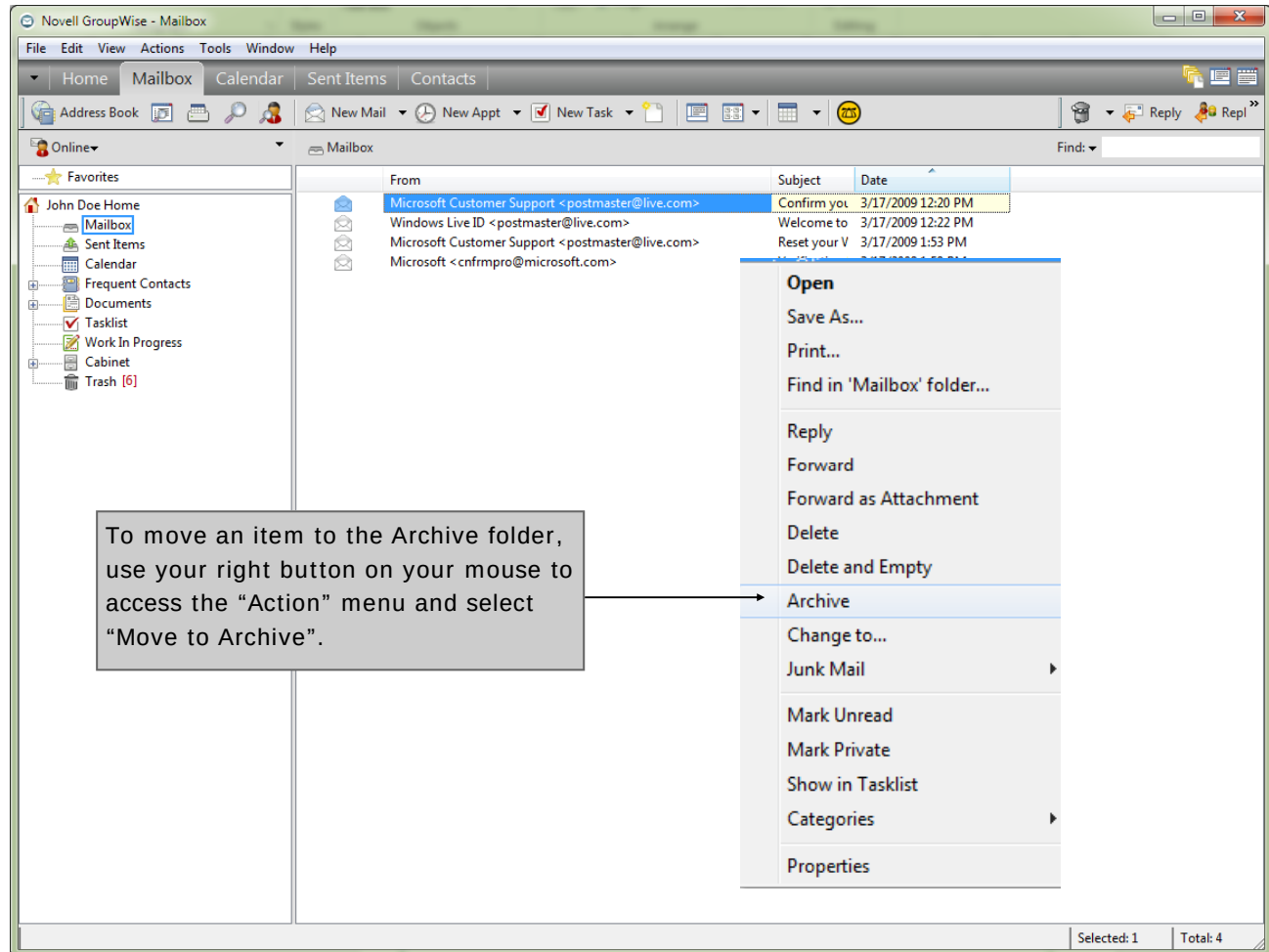
The following explains how to set up an Archive folder:

1. From the Menu Bar, click on Tools.
2. On the drop down menu, click “Options”.
3. The “Options” window will open. Double-click on Environment.
4. Navigate to the “File Location” tab. Here you be able to specify the Archive folder location.



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Novell GroupWise Email, Advanced Features - ARCHIVE



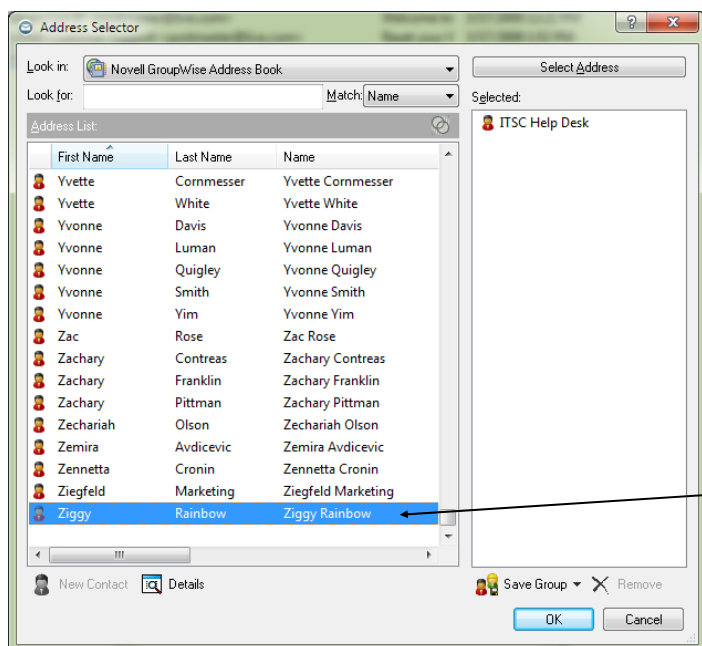
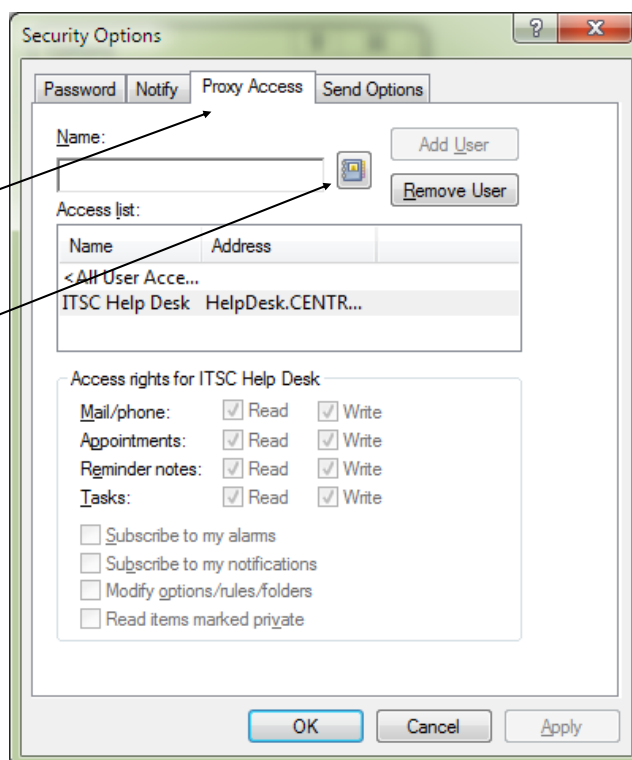


Novell GroupWise Email, Advanced Features - PROXY

The **Proxy** feature allows you to access another user's GroupWise account or enables others to access your GroupWise account.

How to give others access to your mailbox:

1. Select Tools > Options from the Menu Bar.
2. Double-click the Security icon.
3. Select the Proxy Access tab.
4. Use the address book icon to select the user(s) you wish to give access to your mailbox.
5. Use the Access rights section to assign rights to the user.
6. You can remove the user by selecting the name and clicking on "remove user".



Select the name from the address book to select the name of the user (s) you wish to give access to your mailbox.

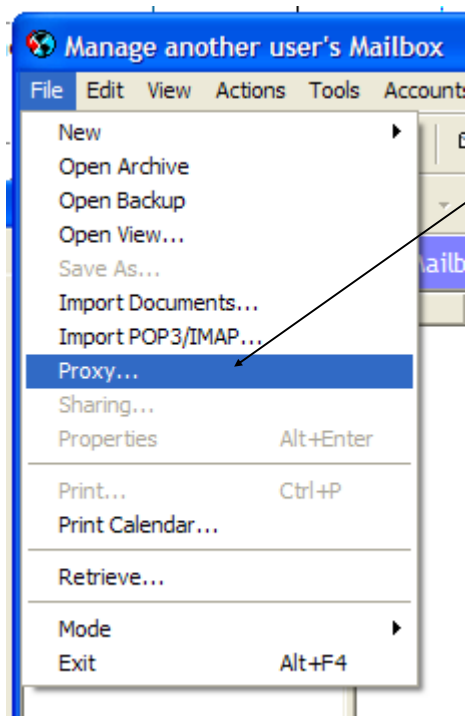


Novell GroupWise Email, Advanced Features - PROXY

Accessing another user's account through **Proxy**:

Before you can act as a proxy for another user, you must be added to that user's Access List.

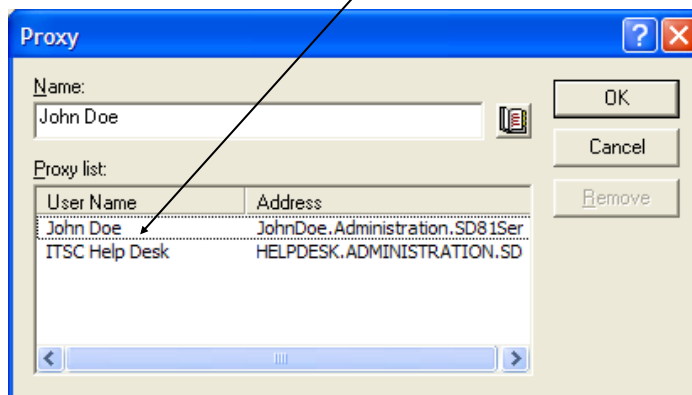
You will then be given Proxy rights to their mailbox.



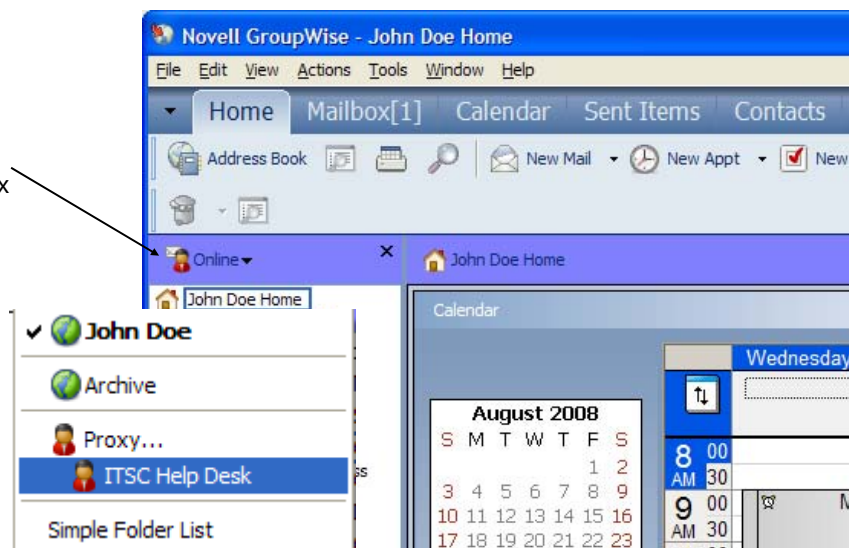
To Proxy into another user's account:

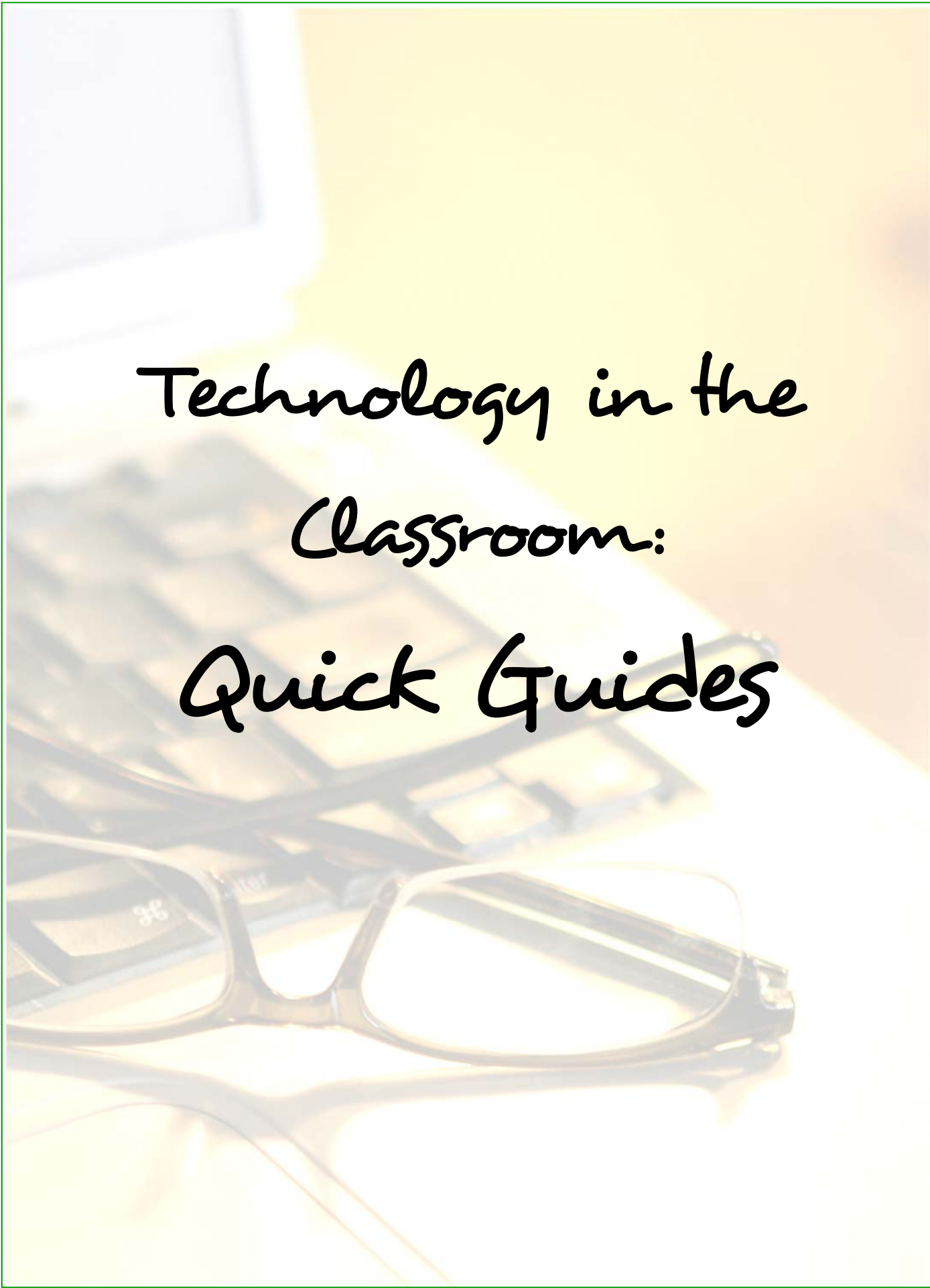
Select File > Proxy.

From the Address Book icon find the user's name that you want to access, highlight it, then click OK.



Click on the Folder List header drop down list and select the name of the user whose Mailbox you want to access.





Technology in the Classroom: Quick Guides



Installing a Printer in Windows 7

Adding a Printer to a Windows 7 Workstation

Open Internet Explorer and navigate to the iPrint web page for your location. (See links below)

Elementary Sites: <http://elem-a/ipp>

Middle Schools: <http://midd-a/ipp>

High Schools: <http://high-a/ipp>

Administration & Miscellaneous Sites: <http://itsc-a/ipp>

(Administration Building, Bryant, KSPS, Libby & Plant Department)

Novell

iPrint Printers on server midd-a.spokaneschools.org

Install Printer [Printer Location](#) [Install iPrint Client](#)

Printer Name	Printer Location
CHAS_104	
CHAS_171	
CHAS_171B	
CHAS_172C	
CHAS_E360-01	
CHAS_E360-02	
CHAS_E360DN-1	
CHAS_FTNS	
CHAS_LIB1	
CHAS_LIB2	
CHAS_LIB	
CHAS_LIBCLR	
CHAS_LJ2200-9	
CHAS_LJ400	
CHAS_LJ4000-2	
CHAS_LJ5M-1	
CHAS_LJ5MP	
CHAS_LX120	
CHAS_LX530_CLR	
CHAS_LXC544	
CHAS_MBLP1	
CHAS_MLAB1	
CHAS_MLAB2	
CHAS_MLAB3	
CHAS_MLAB4	
CHAS_MLAB5	
CHAS_MLAB6	
CHAS_MLAB7	
CHAS_MLAB8	
CHAS_OFF1	

Click "Yes" to install the printer.

Novell iPrint

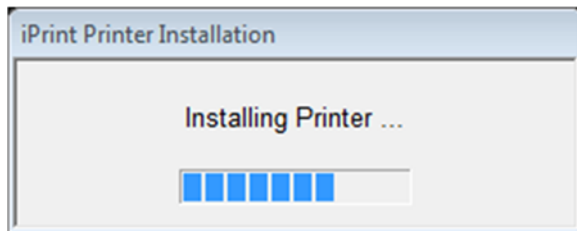
The Printer is not Installed

Selected Printer: CHAS_E360-01_

Do you want to install it now?

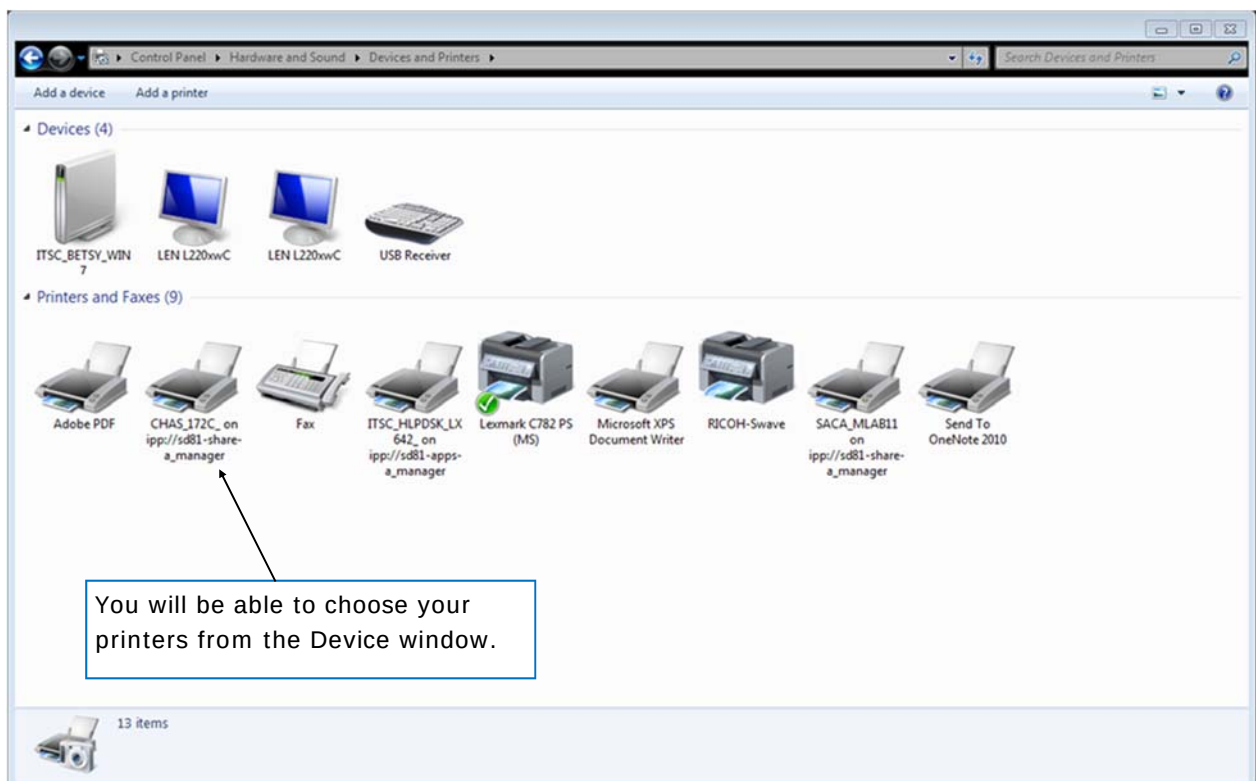
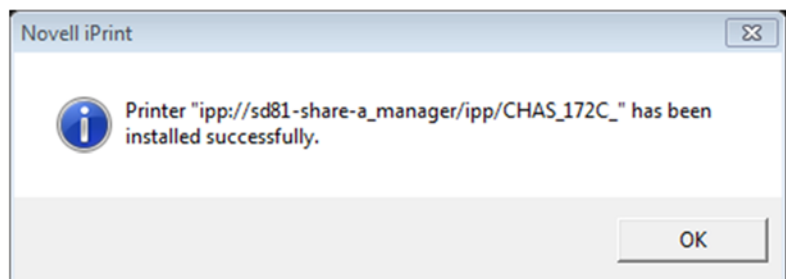
Yes No

☐ Set printer as default



You will see this progress bar as the printer is installing.

Your printer is successfully installed when you see this message.



You will be able to choose your printers from the Device window.



Quick Guide: AVerVision

Recording Images and Video with the AVerVision Version 2 Software

Directions: Capturing images of student work is an excellent way to document growth in learning. Where you want to capture these images, though, is determined by the use of your USB cable. When the USB cable connects your AVerVision to your computer, your computer controls the AVerVision's recording features, and you need to capture images on the computer itself. No downloading is required since the image is recorded on the computer. With the USB cable unplugged or the computer is off, however, the AVerVision may store the images. To download the images, please follow the instructions below.

Capturing Images on Your AVerVision

To capture images on your AVerVision, your USB plug should be unplugged or your computer turned off.

1. Turn on your document camera.
2. Capture images you desire by pressing the Capture button on the remote control or the CAP/DEL button on the AVerVision itself.

Viewing Images

Click the "Playback" button on your AVerVision or your remote control. Navigate to your desired image using your arrow keys. To view them full screen, click on the "Playback" button again.

Deleting Individual Images

Click on the "Trash" button on your remote control or the "CAP/DEL" button on your AVerVision, hit the down arrow to navigate to "Yes," then hit the right arrow key to delete (Note: The right arrow is also your "Enter" key).

Deleting ALL Images

Click on the "Camera" button on the AVerVision or your remote control. Press the menu button on the camera or remote. Arrow down to Advance. Hit right arrow to select Advance. Press the down arrow to IMG Format. Hit the right arrow to select. Navigate down to yes. Press the right arrow to select.

To transfer images, your computer must be on but your USB cord must be unplugged before you begin this process.

1. To download images from your AVerVision to your computer, click "Menu."
2. Use the down arrow to navigate to the "Advance" bar at the bottom.
3. Click the right arrow ("Enter").
4. Drop down to "USB Select" at the bottom. Click right arrow ("Enter").
5. Go to "IMG Download." Click right arrow ("Enter").
6. When the message "Download" appears in the right hand corner of your monitor, plug in your USB cable.
7. A "Removable Disk (E:)" window will appear. Your AVerVision is now behaving like a flash drive.
8. Click on "Open folder to view files..." Click OK.
9. Open the JPEG folder. Identify the images you desire to download by clicking on them and viewing them. After viewing an image, close the file.
10. Now, drag or copy the photo files (JPGs) to your desired folder.
11. These images are now on your computer, and you may open them by double clicking.



Capturing Images or Video on Your P.C

You can capture images and video by opening the AVerVision icon on your desktop. This icon will appear after you have loaded the AVerVision software onto your computer.

Before Opening the Program

- Unplug the USB cable from the AVerVision.
- Put the AVerVision in camera mode.
- Plug the USB cable back into the AVerVision.
- Put the AVerVision in PC mode.
- Double click on the program: AVerVision.
- It will now show initializing.
- (If an error appears, "Create Device Enumerator Failed," start back at number one and try it again.)

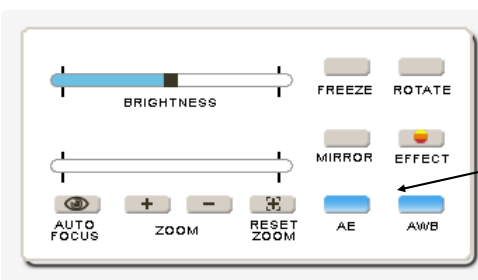


Open the AVerVision program by clicking on the AVerVision icon.

As you click on the different buttons on the toolbar, a control window opens for you to manipulate or complete your image capture.



Main View Window



DocCam Settings

Hover your mouse over the bottom left corner for more controls to appear.



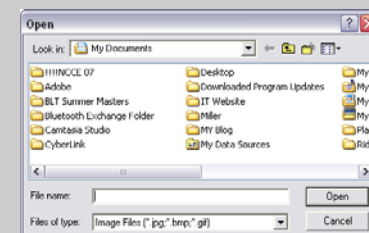
Image Capture

- A new window opens with your captured image.
- Use these controls to save your image and annotate as needed.



Playback Captured Image

A dialog box opens and prompts you to browse and locate pictures. You can open **all** pictures for editing or viewing.



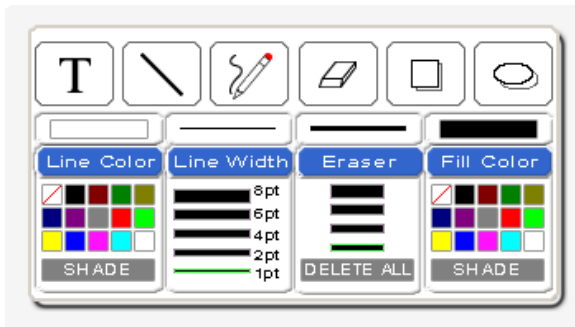


Technology Basics Quick Guides - AVerVision, page 3 of 3



Video Recording and Playback

- Return to DocCam preview mode
- Playback video files
- Set the timing or duration of the video.
- Attach a microphone to your computer to add voice narration or annotation.



Annotation

- Immediately add text to pictures before saving.

Your user manual and software guide that came in the box should include an Anti-Glare Sheet. Use this sheet for magazines, pictures, or an item that is projecting a glare.



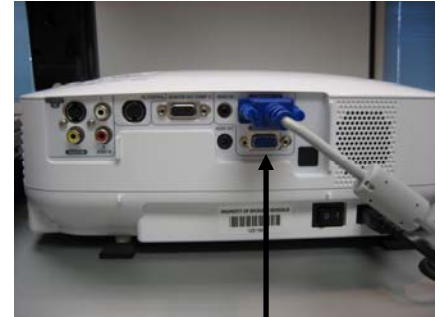
You will also want to tape a piece of white construction paper on the table under the camera.

** This will designate where items should be placed and help the camera to focus more quickly.*

**Connecting Your AVerVision 300AF to Your
Computer and Projector**



Connect VGA Out on laptop with VGA In
on AVerVision



Connect VGA Out on AVerVision with
Computer 1 on projector

Use VGA cable for connections



To project from your AVerVision, press Camera button.

To project from your laptop, press PC button.

***If needed on your keyboard, press FN and LCD twice
to see laptop display on screen.

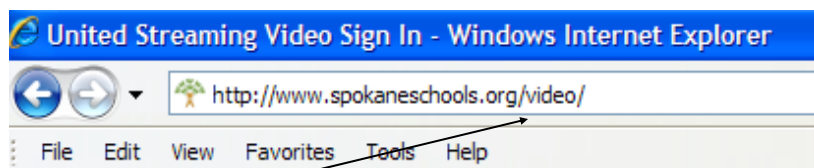


Videostreaming Guide

Purpose: The purpose of using Videostreaming within a lesson is to utilize an added visual to reach ALL learners. This may be done in order to support lesson themes by building upon prior knowledge, using it as an added unit resource, and as a presentation tool (for student and teacher). The most wonderful part about this resource is the ability to show segments of a video rather than the video in its entirety.

From our district home page, follow these steps to access United Streaming Material:

Login:



Type video at the end of the district's home page address or choose Videostreaming Resources from the Teacher/Staff Resources page.

translation/interpretation services
→ Videostreaming Resources (Hosted by Spokane Schools)
→ Video Resources
→ Virtual Learning

On the United Streaming Video Sign In page, click on the "Sign In" link.

Teacher/Staff Resources

UNITED STREAMING VIDEO SIGN IN

 Sign In

Having trouble signing in? [Click here to update your Web Account password.](#)



In the sign in box, enter your "Share Point" user name and password.

If you are having trouble signing in, [try resetting the password on your account](#).

Click on the **United Streaming link** to begin accessing the video catalog.





The New All in One Look

The new format of videostreaming you see below is a more user friendly version that allows you to connect to the most important aspects of Unitedstreaming from one page.

Take a look at the new format and make margin notes next to the items you would like more information about or would like to explore further.

Breadcrumbs will guide you back to sections without having to select the back button over and over again. (i.e. click on Search Results: frogs if you want to go back to that page.)

Home > Search Results: frogs > Video Segments > Full Videos



Search by Keyword

(Based on your purpose, you will find this to be the most efficient way to search.)

The screenshot shows the Discovery Education UnitedStreaming interface. At the top, a navigation bar includes links like 'Hello, BLT: (not you?)', 'My Content', 'Preferences', 'Home', 'Teacher Center', 'Professional Development', 'Help', and 'Log Out'. Below this is a search bar with 'frog' entered, a 'WITHIN' dropdown set to 'All Content', and a 'GO' button. A 'Narrow My Results' sidebar on the left lists categories like 'By Media Type' (Full Videos, Video Segments, Images, Articles, Audio, Quizzes, Events, Lesson Plans, Clip Art) and 'By Subject' (Careers, Health, Language Arts, Mathematics, Science, Social Studies, Visual and Performing Arts). A 'Curriculum Standards Search' section at the bottom left allows filtering by 'STATE/PROVINCE' (Washington), 'SUBJECT' (Select a Subject), and 'GRADE' (Select a Grade). The main content area displays search results for 'frog', including a video titled 'Magic School Bus Hops Home, Th' with a description: 'When Wanda's pet frog, Bella, jumps... shrinks the bus into a mechanical frog and takes her now-tiny class on a hop-along adventure.' A dropdown menu for the 'WITHIN' filter is open, showing options: 'All Content', 'Full Videos', 'Video Segments', 'Images', 'Articles', and 'Clip Art'. An arrow points from the 'Narrow My Results' sidebar to the 'By Subject' section.

To Perform a Search by Keyword:

Step 1: The Keyword option appears at the top of your screen. Enter your keyword and change the **WITHIN** section as needed. Click "GO" and the search will begin.

Step 2: Your results will display the video titles available in alphabetical order.

Step 3: Decide if you want to refine your search. If so, use the **Narrow My Results** pane located on the left hand side.



Playing and Downloading Full Videos and Video Segments

Videos are divided into segments so you can show the part that best relates your teaching objective or lesson. Click on the Video Segments tab to view a complete list. **Notice that the length is identified within parenthesis.**

Printer Friendly Email a Colleague

Full Video Video Segments Citations Related Materials

Biomes: Our Earth's Major Life Zones (25:49)

This video contains 21 segments.

Description:
"Biomes: Our Earth's Major Life Zones" defines and describes the distinctive communities of life that inhabit the unique regions of the earth, such as deciduous forests, tundra, taiga, tropical rain forests, deserts, grassland, and fresh and salt water environments. Sensational footage from around the world, original music, and interactive activities make this program an excellent, informative life science presentation. © 1998 United Learning

Grades: 6-12 CC edit

Play Download

Add to My Content ADD

Rating: ★★★★★ (107 ratings submitted) RATE IT

Printer Friendly Email a Colleague

Full Video Video Segments Citations Related Materials

Biomes: Our Earth's Major Life Zones (25:49)

This video contains 21 segments.

Select To Add

Introduction (00:50)	☐
Terrestrial Biomes (16:46)	☐
Tropical Rain Forest (01:51)	☐
Desert (02:07)	☐
Temperate Deciduous Forest (01:39)	☐
Grassland (02:17)	☐
Chaparral (01:33)	☐
Temperate Rain Forest (01:55)	☐



Play a Video icon

You can view a video segment directly from the internet by clicking on the Play button. The quality of the clip will depend on the reliability and speed of your Internet connection.



Download a Video icon

To download a video or video segment, **right-click** on the download icon and choose "Save Target As..." Save a copy of the file on your computer to ensure best viewing quality. It is best to delete the video after use. The videos will take up a great deal of space over time. (Please add the video to your playlist (content collection) for future reference. Do not save videos to the network.)



Closed Captioning icon

Many videos are available with closed captioning. To activate closed captioning, check the box next to "Enable Closed Captioning" in the Media Settings.

Media Settings Hide/Unhide

Closed Captioning ?

☒ CC Enable Closed Captioning (Windows Media Player Only)

To download videos with closed captioning, first download the video following the above instructions. Next click on

the CC next to the play and download icons to download the closed captioning file. This file must reside in the same folder as the video and the filename (before the .smi extension) must be identical to the video filename.

Play Download CC The Theory of Uniformitarianism (03:20)

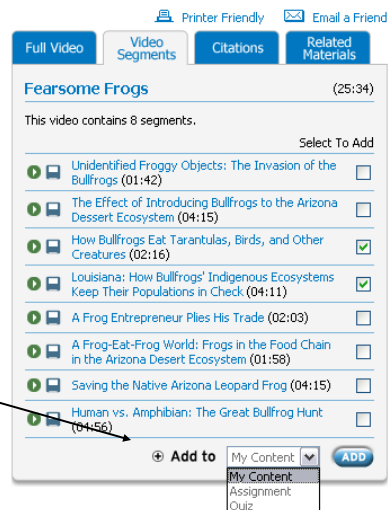


My Content -

This new feature (**which is the same as the former add to playlist**) allows you to collect, organize, share and retrieve your favorite resources.

You will notice that you have the opportunity to add videostreaming content to folders you create in My Content by using the "Add to" drop down menu on any media resource page or by selecting individual video segments and selecting ADD.

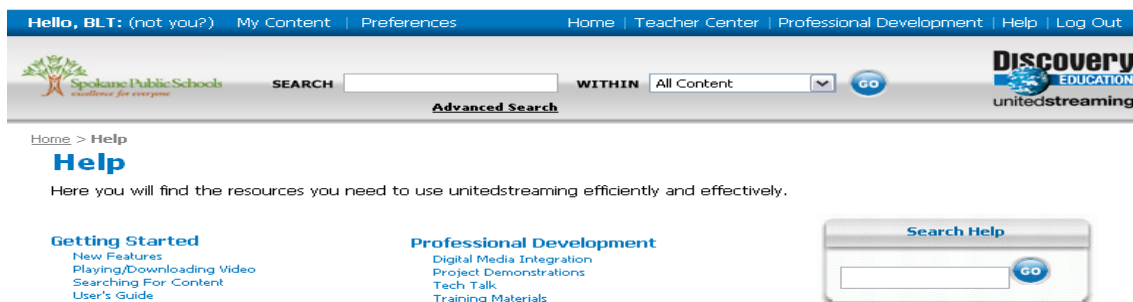
By bookmarking resources, you will avoid searching for it again. Remember that adding resources to My Content does not initiate a playing or downloading procedure. All files and projects are stored on the district's videostreaming servers.



Add a Media Resource to My Content

1. Locate a resource that you wish to add to My Content.
2. Select "My Content" from the "Add to" drop down menu and click "ADD."
3. A pop-up window will open. You may add the resource to the "My Content" default folder, select a folder or add it to a new folder.
4. If you select "Add to New Folder," follow the prompts and enter a folder name and folder location. My Content allows you to create folders within folders.
5. Click on "Add" and the window will display a confirmation message, telling you that your content has been added.
6. To access your content, click on the "My Content" link on the navigation bar at the top of the screen.

Put the flexibility of My Content to work for you. Once you have added media resources to My Content, you can use the pull down menu to copy, move, share and delete them at any time.



For more information, please refer to the help page.



Technology Basics Quick Guide, Capturing Video

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Capturing Video from Cameras

Shoot Practice Footage

Record footage on your digital video camera.

Prepare material for Downloading

Always plug your camera into a power outlet before attaching it to a computer.

Before connecting the camera to an outlet, make sure the camera is OFF. If you do not, you may short circuit or fry the motor.



Opening Movie Maker

- Go to start.
- Scroll up to "All Programs".
- Locate and click on Windows Movie Maker.

Connecting the Camera

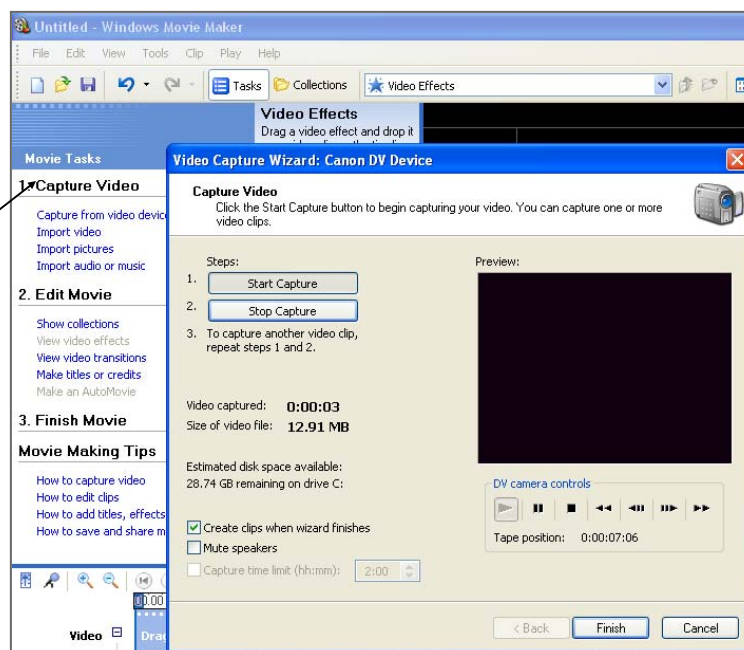
- Locate the Firewire port on the digital camera. It may be labeled "DV" or "IEEE1394".
- Plug in the four pin (small side) to the camera and the other four pin to the computer.
- Turn the camera to Play/VCR mode.

Downloading to Movie Maker

After importing and capturing, all the footage and stills will be located in your **collections pane**.

Capture Video

- **Make sure that the "Tasks" pane (Movie Tasks) is open on the left side of the program screen. If it is not, click on the "Tasks" button on the tool bar.**
- Your computer is now controlling your camera.
- Rewind your tape to the point you want to start.
- Now follow the steps on the screen. Step one: Click "Start Capture." Final step: Click finish.



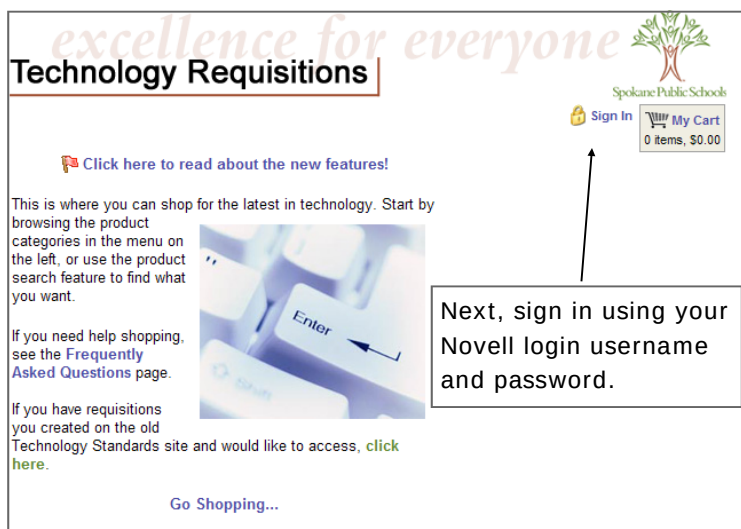


Creating a Technology Requisition

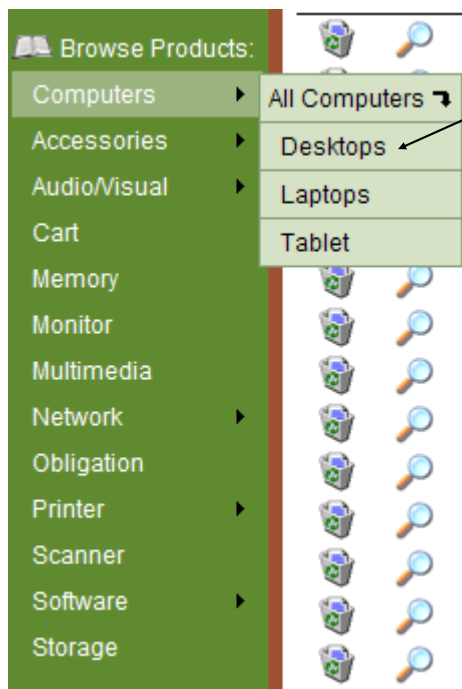
The ITSC Web site lists technology equipment that is most commonly used as well as supported in our district. Equipment can be ordered using the following steps:



From the ITSC Home Page select Technology Requisitions/Orders



Once you have signed into the site, you will be able to view equipment that is supported both fully and limited by the ITSC. These items can be purchased through this site by using the following procedure:



Click on the item you want to view/purchase.





Creating a Technology Requisition, continued

Computers: Desktops: Intensive Applications SystemThinkCentre M57



2.6GHz
19" flat screen monitor
2048MB memory
250GB hard drive
ATI Radeon HD XT 512mB with 2 DVI-D connectors
Firewire
4 bay tower case
Case dimension 16.5h x 8.0 w x 17.5d

⚠ Please select monitor that is needed. If no monitor is needed please select "no monitor".

Full Support

From this window, you can add or change the configuration of the equipment.

Add to Cart

Current Price: \$1078.28

Update Price

Monitors

Monitor: ☐ ThinkVision 17" monitor [subtract \$1.00]
☒ ThinkVision L197W 19" monitor
☐ No Monitor [subtract \$213.00]

Once you have the equipment configured to your satisfaction, click on Update Price and "Add to Cart".

Hardware

Included: 160GB hard drive
2048MB memory
Optical mouse
DVD±R±RW/CDRW

Additional Hard Drive: Internal 250GB

☐ 250GB hard drive [add \$89.00]

Lab headphone: ☐ Labtec Elite 825 headphone [add \$9.22]

External Hard Drive: 250GB Hard Drive

☐ Buffalo Drivestation [add \$135.53]

excellence for everyone Technology Requisitions



Spokane Public Schools

Shopping Cart

Control Panel My Requisitions Sign Out
Signed in as Betsy Ressa

My Cart

1 items, \$1078.28

	Product	Qty	Price	Subtotal
Remove	Intensive Applications SystemThinkCentre M57 • Monitor: ThinkVision L197W 19" monitor • Office Suite: Office Pro Plus 2007 w/Publisher • Obligation: End of life fee	1	\$1078.28	\$1078.28

Empty Cart

Update

Approximate Total: \$1078.28

Save For Later

Preview Requisition

Checkout

Click on "Preview" to view your requisition in Draft mode. You can also save your requisition for later if you want to add items at a later date.

If you are finished with the order, click on "Checkout".



Creating a Technology Requisition, continued

excellence for everyone Technology Requisitions



Spokane Public Schools

Checkout

Signed in as Betsy Ressa

[Sign In](#)

»

[Contact](#)

»

[Delivery/Budget](#)

»

[Confirm](#)

»

[Print](#)

Option 1

Choose this option to add the products in your shopping cart to a brand new requisition.

[Create New Requisition »](#)

« OR »

Option 2

Choose this option to add the products in your shopping cart to a requisition you started but didn't finish.

Select from an existing requisition below:

Req ID	Price	Products	Last Modified	
☒ 3956	\$280.83	6	03/11/2008	Preview
☐ 3028	\$3632.27	11	04/19/2007	Preview
☐ 2541	\$1226.29	4	11/07/2006	Preview
☐ 2470	\$863.00	1	10/11/2006	Preview
☐ 2471	\$0.00		10/11/2006	Preview
☐ 1585	\$0.00		02/23/2006	Preview
☐ 1584	\$42.00	2	02/23/2006	Preview
☐ 1527	\$2180.49	9	02/07/2006	Preview

[Use Selected Requisition »](#)

In the Checkout window you can either create a new requisition or add to an existing one.

To finish your requisition at a later time, click the button link below.

[Finish Requisition Later »](#)

Please fill out the following information:

Contact Information

Please enter YOUR name, location, etc below. Do NOT enter the information for the person(s) receiving the products in this requisition (you will do that on the next step).

Name:

Location:

Phone:

Email:

Enter your Groupwise username only.

You will enter delivery instructions and notes on the next step.

[Next ▶](#)

You must fill in your contact information completely.

Enter the budget # you want to charge this requisition order to in the field below. Also enter where you want the products delivered to.

Delivery/Budget Information

Budget Number:

Delivery Instructions/ Notes:

Fill in the budget number and detailed instructions for delivery and set up.

[◀ Back](#)

[Save For Later](#)

[Next ▶](#)



Creating a Technology Requisition, continued

Please confirm your requisition before you continue.



Click here to print a draft of your requisition.
You will print the final requisition on the next page.

Technology Purchase Requisition 4478 Aug 27, 2008 9:15AM

DRAFT COPY

Contact:
354-5555
JohnDoe@spokaneschools.org

Delivery Instructions/ Notes:
To be installed in new classroom, 101, Mrs. Smith.

Budget #: xxxxxxxxxxxxxxxx

Requisition Items:

Qty	Vendor	Product #	Product	Price	Total
1	ITSC		End of life fee	\$25.00	\$25.00

Back Save For Later Finish

Next, you can print a draft of your requisition.

If you are satisfied with the information, go on to the final step. If you need to modify the information, click on the "Back" arrow and make the needed changes.

Follow these steps to complete your requisition.

1. First, print your requisition.
2. Once you've printed your requisition, you need to have it signed by the appropriate people.
3. After it has been signed, send it to the ITSC for review.

You may print your requisition again later by signing into the Requisitions web site and going to "My Requisitions".



Go to My Requisitions



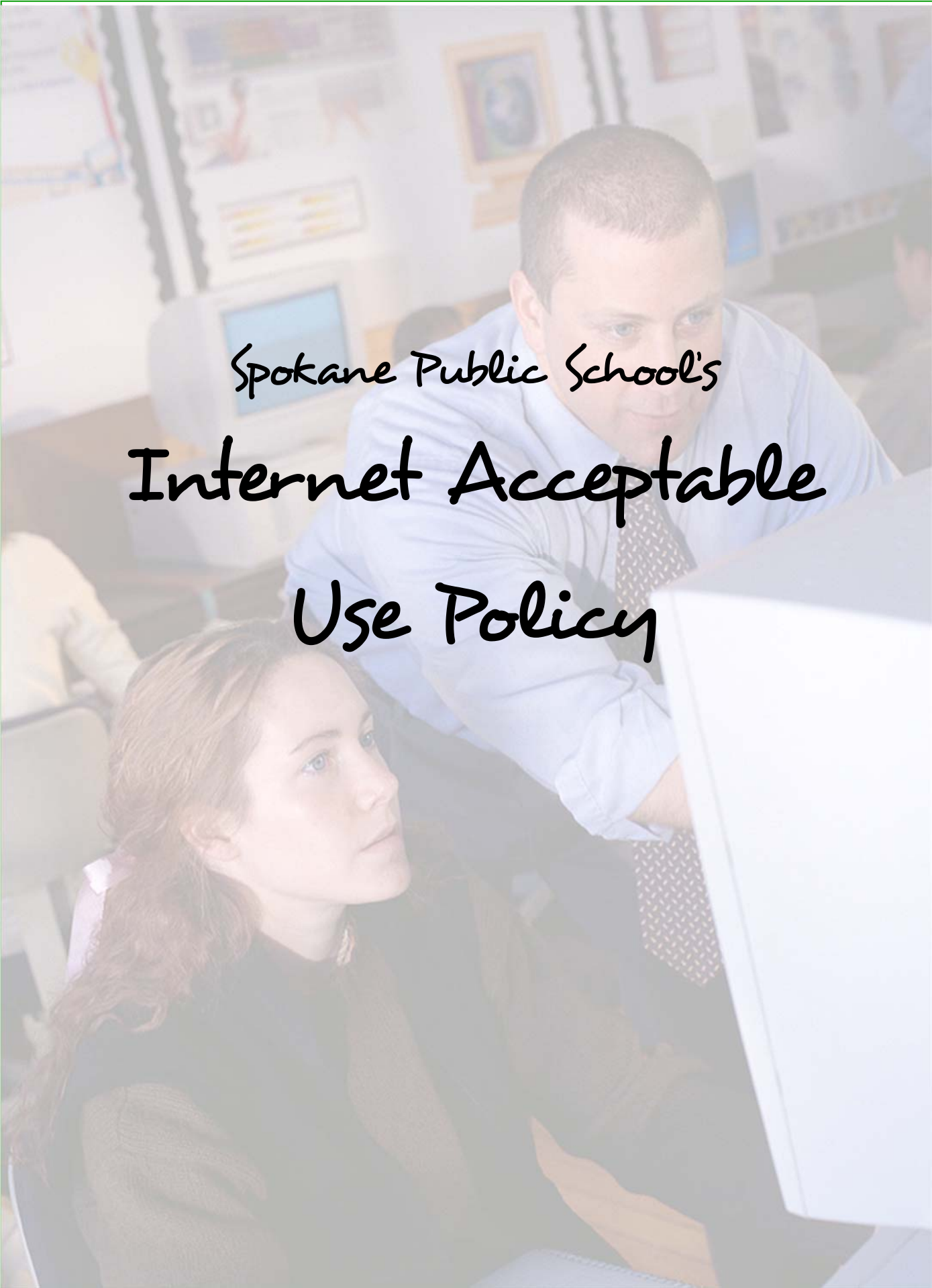
Go Shopping

The final step is to PRINT your requisition (NOT in draft mode) and have it signed by your site's budgetary authority. Then, send it to the ITSC for processing.

If you need assistance, call the Help Desk at 8-7600.

Notes:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

A photograph of a man and a woman in a classroom setting. The man, wearing a light blue shirt and a patterned tie, is leaning over a computer monitor. The woman, with long brown hair and wearing a dark sweater, is sitting at the desk and looking at the monitor. The background shows a classroom with various posters and a computer monitor on a desk.

Spokane Public School's Internet Acceptable Use Policy

Internet Acceptable Use Policy

Acceptable Use Policy

Advances in telecommunication technologies continue to change the way we communicate. From offices, schools, and homes we are able to travel electronically all over the world to gather information. As more people travel this electronic highway and use the ever growing variety of technologies and services becoming available, maps to find information and rules to keep users safe and accountable become vital to successfully completing the journey. These informational networks and technologies represent a powerful educational resource. We are able to connect to businesses, major universities, national libraries, and other schools around the world. Just as we learn social codes and behaviors which are acceptable in everyday life, we need to learn the correct procedures and rules for using these networks of information services and technologies in the public school system.

The purpose of this Acceptable Use Policy is to provide guidelines, rules, procedures and code of conduct for the use of technology and the information network in Spokane Public Schools.

I. Telecommunications and Network Resources

For the purpose of this Acceptable Use Policy, telecommunications is defined as the sending and receiving of electronic, analog or digital information using any school district equipment, systems or networks; including, but not limited to, computers, telephones (wired, cellular, wifi), fax machines, local/wide/metropolitan-area networks, the district intranet, e-mail, voice-mail and the public internet. Employees using their personal computers, PDA's or other electronic device(s) for any district-related purpose and/or using district programs, internet access, files, e-mail, or documents shall also be subject to all requirements of this policy.

II. Spokane Public Schools Educational Network and the Public Internet

The internet is a global network made up of many contributing networks that support the open exchange of information among many different kinds of institutions all over the world. The purpose of the Spokane Public Schools' Educational Network and all of its technologies is to support the curricular needs and teaching and learning requirements of the district's educational program and to support the business and administrative needs of the school district's operations. Use of the Spokane Public Schools' Education Network and all of its technologies is a necessary element of the district's educational mission and business and administrative needs, and is furnished to staff and students as a privilege, not a right or entitlement. The district seeks to protect legitimate users of such technology by establishing guidelines for such use and imposing discipline on those who abuse the privilege.

III. Computer, Technology and Network Monitoring

The district has the right, but not the duty, to monitor any and all aspects of its computer systems and networks, including, but not limited to monitoring web sites visited by staff and students, monitoring chat groups and newsgroups, reviewing material downloaded from or uploaded to the internet by users, reviewing e-mail and instant messages sent and received by users, monitoring the content and use of blogs and wikis, and reviewing any files or information stored on district computers or network servers or storage devices. Staff and students should not have an expectation of privacy in anything they create, store, send or receive on district computers or networks. The district will make every reasonable attempt to limit access to inappropriate material by using an internet filtering system, providing teacher training, and encouraging personal responsibility and accountability. Neither the district's attempts to limit access to inappropriate materials nor the guidelines set forth in this policy attempt to articulate all required or proscribed behavior by network users. The user is ultimately responsible for his/her actions in accessing and using network services. Successful operation of the Spokane Public Schools Educational Network and all of its technologies requires that all users conduct themselves in a responsible, decent, ethical and polite manner while using the network.

Internet Acceptable Use Policy, continued

IV. Appropriate Use of Computers, Technology and Network Resource

Student and staff use of district technology, computing and network resources must be in accordance with the educational and operational needs and objectives of Spokane Public Schools. This includes, but is not limited to, the following:

- a. Student use of e-mail shall be permitted provided it is supervised and monitored by an appropriate staff member and is in conjunction with the curricular and educational needs of the student. Unsupervised use of e-mail by students shall not be permitted.
- b. Incidental and infrequent personal use of the internet, e-mail and telecommunications services shall be permitted for staff provided it does not interfere with professional responsibilities or the educational process, mission or operation of the school district and does not violate any other district policy or procedure.
- c. Chat areas, instant messaging services, news groups, blogs, podcasts, RSS feeds, wikis, or other communication methods that are explicitly allowed by the internet filtering system shall be permitted when used in conjunction with the curricular, educational or operational needs of staff and students.
- d. Staff or student storage of school-related, educational or business related data and information shall be permitted provided it is reasonable and necessary.
- e. Staff shall use due care and caution to protect and preserve the confidentiality of all data accessed, viewed, copied, printed, or transmitted in accordance with state and federal laws, rules and regulations.
- f. Staff shall make each electronic communication truthful and accurate. Care is to be used in drafting e-mail and other electronic documentation. E-mail messages shall be treated as formal business documents and must follow any and all record retention rules and practices.

V. Inappropriate Use of Computers, Technology and Network Resource

Unethical and unacceptable behaviors, inappropriate use of district computers, systems, networks and technology resources, and any violation of this Acceptable Use Policy shall be cause for taking disciplinary measures against staff in accordance with district policy, collective bargaining provisions on progressive discipline, and against students consistent with Policy 3200, Student Rights and Responsibilities. Unethical and unacceptable behaviors and inappropriate use of district computers, systems, networks and technology resources includes, but is not limited to:

- a. Transmitting or receiving any material in violation of any federal or state regulation, including, but not limited to:
 - i. Material protected by copyright or trade secret.
 - ii. Threatening or obscene material as defined by law and/or Spokane Public Schools' policies.
- b. Accessing any information that does not have educational or training value or interferes with professional responsibilities or the educational process.
- c. Using district resources for illegal, inappropriate, or obscene or sexual purposes or in support of such activities.
 - i. Illegal activities will be defined as a violation of local, state, and/or federal laws.
 - ii. Inappropriate use will be defined as a violation of the intended use of the district's technology, systems and networks and/or their purposes and goals, including violation of any or all rule included in this policy.



Internet Acceptable Use Policy, continued

- iii. Obscene or sexual activities will be defined as a violation of generally accepted social standards, including, but not limited to material that is harassing, embarrassing, sexually explicit or profane, and sexual misconduct as defined in WAC 181-88-060.
- d. Using district technology resources to bully, intimidate or harass others or discriminate against others in violation of Spokane Public Schools policies.
- e. Intentionally disrupting network traffic, crashing the network or systems, or degrading or disrupting equipment or system performance.
- f. Using Spokane Public Schools computing and network resources for commercial or financial gain or fraud.
- g. Using Spokane Public Schools computing and network resources to transmit or receive material for commercial or personal activities, including but not limited to, solicitation or promotion of:
 - i. Commercial activities or product advertisements for personal gain.
 - ii. Political lobbying inconsistent with, or in violation of, Policy 6120, Lobbying by District Employees.
- h. Stealing or attempting to steal data, equipment, network resources, intellectual property or any other technology related resources.
- i. Using district technology resources, personal technology resources or the internet to cheat or attempt to cheat, or to plagiarize or attempt to plagiarize.
- j. Using any personal technology, including but not limited to, PCs, laptops, cell phones, music/video/game players or other electronic devices, in conjunction with district technology, network or resources that might be considered a violation of these rules.
- k. Forging e-mail messages, altering the attribution-of-origin information of e-mail messages, using an e-mail account assigned to another user, posting unauthorized, anonymous or inappropriate messages on chat rooms, news-groups, blogs or wikis or sending unsolicited e-mail (SPAM) or initiating the mass e-mailing of all employees without proper authorization.
- l. Gaining or seeking to gain unauthorized access of district files or data or other's files or data, or vandalizing or altering the files or data of another user.
- m. Gaining or seeking to gain unauthorized access to resources, services, systems or entities. The use of keylogger technologies is prohibited.
- n. Sharing their own account or password information with another user or allowing another to use their account to access a district system, application, network, computer or data for which that individual does not have appropriate authorization or a legal need to know.
- o. Using the account of another user to access a district system, application, network, computer or data for which that individual does not have appropriate authorization or a legal need to know.
- p. Attaining unauthorized access to information or possessing or disclosing information in violation of federal or state regulation, including, but not limited to the:
 - i. Family Educational Rights and Privacy Act (FERPA).
 - ii. Children's Internet Protection Act (CIPA).
 - iii. Health Insurance Portability and Accountability Act (HIPAA).



Internet Acceptable Use Policy, continued

- q. Possessing any data in paper, electronic or any other form in violation of these rules.
- r. Committing software piracy, including but not limited to the downloading or installation or use of software applications, games, video, audio, graphical or textual content to which the district does not have a valid license or authorization. Downloading or uploading personal software or games shall not be permitted.
- s. Hacking, cracking, vandalizing, purposefully degrading, destroying or tampering with any district hardware, software, application, system network or any other technology.
- t. Committing computer vandalism through any malicious attempt to harm or destroy data of another user, uploading or creation of computer viruses, spreading of computer worms, phishing exploits or any other physical or virtual destruction or disruption of district technology resources.
 - i. Acts considered to be vandalism will include, but are not limited to, the modification of the system set-up and/or the system performance that would intentionally impair any system services or functions, attaining unauthorized access to or modification of system settings.
- u. Attempting to defeat or bypass the district's internet filter by using or trying to use proxies, https, special ports, modification to district browser settings or any other techniques designed to avoid being blocked from inappropriate content or to conceal internet activity
- v. Attempting to defeat, disable or bypass any security protocols, authentication services, firewalls, content filters, PC or server system security settings or parameters, network intrusion detection services or any other technology that manages and secures the network.
- w. Initiating or attempting to initiate downloads from or uploads to any "darknet", P2P or any other unauthorized file sharing sites or services, including but not limited to gaming, music, video, software or other sites.

VI. Disclaimer

Spokane Public Schools makes no warranties of any kind, whether express or implied, for the computing and network services it provides and is not responsible for material viewed or downloaded from the internet by users. Use of any information obtained via the internet is at the user's own risk. Users must be aware that there are many services available via the internet that might be offensive to certain groups of users. Spokane Public Schools has filters and security in place to block staff and student access to inappropriate and/or offensive material available via the internet but these filters are not a guarantee that all inappropriate material is blocked. Spokane Public Schools cannot eliminate access to all such services, nor could the district begin to identify all of them. Individual users are responsible for their own actions in navigating the internet using Spokane Public Schools' technology resources.

Spokane Public Schools reserves the right to change or modify its "TECHNOLOGY, TELECOMMUNICATIONS and INTERNET ACCEPTABLE USE POLICY" at any time.

VII. Consent and Waiver

- a. Parents or guardians will have the opportunity to elect to prevent their children from having access to the internet.
- b. Employees are required to complete and sign an Acceptable Use Consent and Waiver form before they access the district's network services.

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200 N. Bernard Street Spokane, WA 99201 (509) 354-5900